



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2022

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the position of Administration Officer: Bursary, Learnerships and Internship programmes (X2) Ref No: NWP/OOP/2022/32, advertised in the Public Service Vacancy Circular 12 dated 10 June 2022 with the closing date of 01 July 2022, indicated incorrect work experience of 3 – 5

years' relevant experience applicable to the relevant discipline of which 2 years should be at supervisory level. The correct job requirement is 2-3 years' work experience applicable to the relevant discipline. The closing date for the position is extended to 08 July 2022.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 16
CIVILIAN SECRETARIAT FOR POLICE SERVICE	B	17 - 18
COOPERATIVE GOVERNANCE	C	19 - 21
EMPLOYMENT AND LABOUR	D	22 - 33
FORESTRY FISHERIES AND THE ENVIRONMENT	E	34 - 39
GOVERNMENT COMMUNICATIONS INFORMATION SYSTEM	F	40 - 41
HEALTH	G	42 - 43
HIGHER EDUCATION AND TRAINING	H	44 - 45
JUSTICE & CONSTITUTIONAL DEVELOPEMENT	I	46 - 52
NATIONAL PROSECUTING AUTHORITY	J	53 - 55
NATIONAL SCHOOL OF GOVERNMENT	K	56 - 57
OFFICE OF THE CHIEF JUSTICE	L	58 - 61
PUBLIC SERVICE AND ADMINISTRATION	M	62 - 63
PUBLIC WORKS AND INFRASTRUCTURE	N	64 - 74
SMALL BUSINESS DEVELOPMENT	O	75 - 76
SOCIAL DEVELOPMENT	P	77 - 78
TRANSPORT	Q	79 - 81

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	R	82 - 95
GAUTENG	S	96 - 110
KWAZULU NATAL	T	111 - 150
NORTHERN CAPE	U	151 - 155
WESTERN CAPE	V	156 - 181

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 01 July 2022 at 16:00
- NOTE** : DALRRD requests applicants to 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 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. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. **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, 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 is 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.

MANAGEMENT ECHELON

- POST 22/01** : **CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/2/1/2022/340**
Chief Directorate: Provincial Office
- SALARY** : R1 269 951 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)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Management / Legal Qualification / Agriculture / Economics (NQF Level 7). 5 years' experience in senior management position. Job related knowledge: Ability to implement an outcome-based performance approach, Ability to coordinate the Provincial Office functions in order to achieve departmental objectives, Ability to initiate and coordinate the implementation of strategic DALRRD development projects to improve service delivery, Ability to develop and implement corporate governance framework and ensure the Provincial Office function effectively and efficiently, Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures and processes and Proven experience in Project Management. Job related skills: Good monitoring and evaluation skills,

Good problem-solving skills, Skills to design and implement change management programmes. Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental Relations context.

DUTIES

: Manage, oversee and monitor the implementation of Departmental Services and Programmes at Provincial and District levels. Deliver and coordinate Provincial Cooperatives and Enterprise Development Programmes. Deliver and coordinate Provincial Rural Infrastructure Development Programme. Coordinate the provision of land acquisition services. Coordinate Land Development Support. Provide youth and skills development services that contribute to economic upliftment. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at Provincial level. Manage and oversee the production and submission of programme and projects reports Facilitate the implementation of cooperatives and enterprise development initiatives. Facilitate the implementation of rural infrastructural development initiatives. Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide projects 'data to the Office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DALRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the Province. Manage records and information. Oversee information technology support services. Oversee communication and events management services. Monitor the mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the Province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.

ENQUIRIES

: Mr Z Bastile Tel No: (021) 409 0570

APPLICATIONS

: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

NOTE

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. 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 panel will recommend candidates to attend a generic

managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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.

- POST 22/02** : **DIRECTOR: COOPERATIVES REF NO: 3/2/1/2022/345**
Directorate: Cooperatives
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Economics / Agricultural Economics / Business Economics / Public Management / Development Studies (NQF Level 7). 5 years' middle / senior management experience in cooperatives / enterprise development. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, Treasury Regulations, Public Service Act and Labour Relations Act. Knowledge of Government policies and priorities in terms of the Agricultural Sector, Knowledge and understanding of all relevant legislation and regulations relating to cooperatives, Knowledge and understanding of the white paper on the transformation of the Public Service (Batho-Pele). Job related skills: Financial management skills, Strategic capability and leadership skills, Programme and project management skills, Knowledge management skills, Service delivery innovation skills, Problem solving and analysis skills, People management and empowerment skills, Client orientation and customer focus skills, Communication skills, Honesty, integrity and Change Management skills. Willingness to work extended hours and travel. A valid driver's licence.
- DUTIES** : Develop strategies, policies and programmes for cooperative development. Develop strategies for cooperative development in agriculture. Develop policies and norms and standards for cooperative development in agriculture. Devise entrepreneurial development growth strategies and identify partners. Coordinate departmental and provincial policy inputs into programmes with regard to cooperatives. Present concept documents to the Department's senior management team for input and discussion. Make amendments and incorporate recommendations into concept documents. Manage the implementation of cooperative development policies, strategies and programmes. Develop a supporting communication plan and operational manual for the implementation of policies and strategies. Develop an implementation plan for the delivery of programmes in the Province and sector. Establish institutional structures for the implementation of the sector programmes. Promote and coordinate entrepreneurial development linkages. Review, monitor, evaluate and report on progress made on various programmes. Analyse and provide progress reports on the impact of the various programmes. Compile annual reports on the state of cooperatives in the agricultural sector. Develop and modify data gathering instruments in collaboration with stakeholders. Liaise with stakeholders to collect and update data on agricultural cooperatives. Capture new and update existing data on Cooperative Data Analysis System (CODAS). Analyse data captured on CODAS. Compile annual report on the state of cooperatives in agricultural sector. Manage implementation of the AgriBEE fund. Receive, assess, package and present funding proposals to the fund committee. Review the

memorandum of agreement between the Department and fund manager as well as the operations manual for the fund. Market and promote the fund. Conduct impact assessment on approved and implemented projects. Provide secretariat support services to the fund committee. Compile annual report on implementation of the fund.

**ENQUIRIES
APPLICATIONS**

: Ms K Komape Tel No: (012) 319 6201 / 6533
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. 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 panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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.

OTHER POSTS

POST 22/03

: **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO:
3/2/1/2022/332**

Chief Directorate: Cadastral Advisory and Research Services

SALARY

: R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and 4 years BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. 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 skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.

- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and 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 procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. 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. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. 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 organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational 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** : Ms B Mathulwe Tel No: (012) 326 8050
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/04** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2022/342 (X2 POSTS)**
Directorate: Geo-Spatial Information and Professional Support
- SALARY** : R912 048 – R1 704 492 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 4-years BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. 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 skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning

- and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.
- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and 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 procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. 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. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. 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 organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational 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** : Ms B Mathulwe Tel No: (012) 326 8050
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 22/05** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/343**
Directorate: District Office
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Vhembe)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Studies/Agricultural Economics / Development Studies. 3 years' junior management experience. Job related knowledge: Land Reform, Provision of land and assistance Act as amended, Land Reform (Land Tenants) Act, Restitution Act, Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills, Strategic management skills, Negotiation skills, Computer literacy skills, Stakeholder relationship skills, Facilitation / coordination skills, Presentation skills, Financial management skills, Project management skills and Interpersonal relations skills. A valid driver's licence.
- DUTIES** : Provide land acquisition and warehousing services. Manage the conducting area-based plans. Manage the identification of movable and immovable assets

for acquisition by the state for merging farmers. Manage development of service level agreement on leased assets with merging farmers and caretaker or service provider. Manage the process of valuation of immovable assets. Facilitate the identification and facilitation of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the service provider and the emerging farmers. Provide regional land acquisition services. Manage the implementation of the land redistribution programme. Manage and coordinate the implementation of land acquisition and development support services. Coordinate the selection of suitable candidates for land allocation. Facilitate allocation acquired land to category and targeted groups. Facilitate the alignment of land allocated to the beneficiary's selection policy. Coordinate the selection process of beneficiaries for the land allocation. Facilitate land allocation approval process through relevant approval structures. Manage human, financial, and other resources of the sub-directorate. Manage and supervise human resource of the Directorate. Manage and monitor finances of the Directorate. Manage procurement of items for the Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

**ENQUIRIES
APPLICATIONS**

: Mr M Shai Tel No: (015) 284 6303
: Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.

NOTE

: Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 22/06

: **DEPUTY DIRECTOR: BUSINESS CONTINUITY REF NO: 3/2/1/2022/350**
Directorate: Risk Services

SALARY

: R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and B.Com Degree / National Diploma in Internal Auditing or Risk Management or Bachelor's Degree / National Diploma in Information Management Systems. Certified Business Continuity Practitioner. 3 years' working experience within Business Continuity Management environment at junior management level. Job related knowledge: Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulation, Business Continuity Standards and Financial management. Job related skills: Leadership skills, Computer skills, Management skills, Project management skills, Communication skills (written and verbal), Conflict resolution skills and Analytical skills. A valid driver's license.

DUTIES

: Provide a central source of information and guidance on Business Continuity Management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, off site back up schedule, etc). Administer contracts and service level agreements with Business Continuity Service Providers. Create and sustain a Business Continuity Plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review Business Continuity Policy and Strategy for the Department. Coordinate the development of the Business Continuity Plans and procedures. Develop Business Continuity Plans and maintenance of all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the Business Continuity Plan are successfully tested at least annually and / or whenever significant changes are made to these components. Encourage and create awareness of Business Continuity Management throughout DALRRD. Ensure that all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the Business Continuity Plan. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the Business Continuity Plan in the event that

activation is required, serving as liaison between the crisis management teams and the Business Continuity teams. Compile the annual Business Continuity Assessment Plans for the Directorate in conjunction with line management. Plan and coordinate at least on simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of service providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate.

ENQUIRIES
APPLICATIONS

: Ms L Pike Tel No: (012) 319 7268
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 22/07

: **ASSISTANT DIRECTOR: CLIENT LIAISON AND COMMUNICATION REF NO: 3/2/1/2022/334**
Chief Directorate: Land Restitution Support

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: Eastern Cape (East London)
: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or National Diploma in Communications / Public Administration / Public Relations. 3 years' experience in related work environment. Job related knowledge: Query management, Client relation management, Knowledge of Land Restitution Programme, Knowledge of Rural Development and Land Reform mandates, Business / Organisational management and Stakeholder management. Job related skills: Strong ability to communicate with members of the public at all levels, Analytical skills, Organising skills, Interpersonal relations skills, Report writing skills, Communication skills, Strong business / Organisational acumen skills, Project / Programme management skills, Advanced computer literacy skills, Problem solving and decision-making skills. A valid driver's licence.

DUTIES

: Build and maintain client relationships. Administer client database. Ensure that services are delivered to customer specifications within the organisations business plan. Seek customer feedback and ensure that it is used to improve the provision of service standards. Make adjustments to services to improve quality and customer satisfaction. Strengthen relationships with the media: media visits and outings. Advise colleagues on enquiries received. Perform administrative functions. Ensure that communication takes into account social and cultural sensitivity and tact. Analyse communication environment (national and local) and submission of specific recommendations, i.e. communication environment reports. Provide ideas and information to colleagues which are accepted and supported. Identifies appropriate course of action when required and ensure that contingencies are in place. Apply technologies effectively to manage work priorities and work activities. Ensure that deadlines are met as set out in team and organisation processes. Manage and resolve queries. Attend to daily walk in clients. Provide report back to internal and external clients. Provide communication and providing feedback on the status of claims to the external clients (claimants and stakeholders). Facilitate feedback sessions to inform claimants about the progress of their claims. Provide strong communication support to the operational division of the Restitution Office. Ensure all officials are clear on the vision and mission of the Commission in order to communicate correct message across the organization. Provide and facilitate the use of internal platforms to communicate to staff. Advise clients on land restitution programme. Arrange meetings between clients. Facilitate District Based Stakeholder engagements so as to inform the clients about the Land Restitution programme. Communicating progress by the office in settling and finalizing the restitution claims. Strengthen stakeholders engagements in the Province by hosting or attending the communication forums in the local municipalities, district municipalities and the Province in order to engage the relevant parties and share information on the progress of land restitution. Provide communication services. Communicate with the stakeholders by regular use of media and advertising platforms i.e. community radio station, local newspapers, television and social media space. Maintain and strengthen

- relations with media fraternity. Facilitate community outreach programmes as per communication plan.
- ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
- APPLICATIONS** : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/08** : **ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/335**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Financial Management / Accounting / Commerce / Economics. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations, Knowledge of Treasury Regulations and Public Finance Management Act (PFMA), Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS), Ability to monitor budget. Ability to liaise at different levels of management and Ability to perform supply chain management services. Job related skills: Computer literacy, Communication skills (verbal and written), Organising, Supervisory and Liaison skills. A valid driver's licence.
- DUTIES** : Confirm budgeting, programme and projects are effectively managed according to PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Adjustment Expenditure (AE), Estimates of National Expenditure (ENE), Virement, Rollovers, Annual Drawings and allocations. Ensure year-end / month end closures occur effectively in accordance to policy and procedures. Rectify incorrect expenses (Journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements. Maintain the Departmental budget. Analyse and report on expenditure trends of the Departmental budget. Align Departmental budget with the Demand Management Plan. Ensure that quarterly alignment is done.
- ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : African, Coloured, Indian, and White males, African, Indian, and White females and Persons with disabilities are encouraged to apply.
- POST 22/09** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) REF NO: 3/2/1/2022/338**
Directorate: Corporate Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. 3 years' experience at supervisory level in ICT environment. Job related knowledge: Government systems and structures. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organising skills, Communication skills (verbal and written), Interpersonal skills, Analytical and Problem-solving skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively and work in a team.
- DUTIES** : Providing Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal systems. Report functionality of the systems. Monitor systems reconnections. Receive novel new user form users and submit new novel forms for creation. Provide feedback on new creations. Compile Reports. Maintain Information Technology (IT) application. Update antivirus / facilitate an update of antivirus. Scan computers for antiviruses.

Scan and remove unwanted applications. Perform networks and hardware support to users. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on the IT technical audit. Participate in central projects of rolling out new applications to departmental offices across the Province. Supervise and manage sub-directorate. Ensure that Computer Network Support, Planning, Scheduling and Annual reports are submitted on time. Ensure that calls are resolved and closed within the stipulated Service Level Agreement time frame. Manage subordinates and leave arrangements.

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

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

POST 22/10 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2022/339**
 Directorate: Quality Assurance and Administration

SALARY : R382 245 per annum (Level 09)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Management and / or Records Management or Public Administration / Management. 3 years' supervisory experience in Information and Records Management. Job related knowledge: Knowledge of National Archives Act, Knowledge of information management, Understanding of most prevalent systems (i.e. Database Management Systems, Transaction Processing System, Document Management System), Practical knowledge of Public Finance Management Act, Treasury Regulations and other related prescripts, Computer literacy with expert knowledge of full Microsoft Office suite, Knowledge of relevant standards, statutory and regulatory framework. Job related skills: Computer software skills, Archiving skills, Program and project management skills, Good inter-personal skills, Good Communication skills (written and verbal), Planning and organising skills and Supervisory skills. A valid driver's licence.

DUTIES : Facilitate implementation of records management policies and guidelines. Monitor and evaluate records management practices for compliance to sound records management practices. Implement Restitution file plan. Manage registry counter services. Manage messenger services. Coordinate and manage disposal of records. Identify the retention schedule for Restitution records. Administer and maintain database for status of Restitution and land claims. Manage data capturing of lodged Restitution claims. Ensure data integrity of captured claims. Manage the access to the database. Provide and coordinate training on records administration. Identify training needs for staff. Coordinate training on the implementation of the file plan to registry staff and Restitution officials. Manage information and records. Coordinate and manage the response to enquiries regarding status of claims. Verify statistical information with National Office. Coordinate and manage statistical information.

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

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

POST 22/11 : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2022/346**
 Directorate: National Rural Youth Service Corps

SALARY : R382 245 per annum (Level 09)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration. 3 years' working experience in the Youth Development field. Job related knowledge: Project management life cycle,

		Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and organising skills, Financial management skills, Decision-making skills, Communication and interpersonal skills, Computer literacy skills (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development skills. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate and facilitate the recruitment and the management of the youth enrolled in the National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of NARYSEC Participation Committee members by youth periodically. Hold monthly meetings with NARYSEC Youth Committee members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical arrangements for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Manage the performance of community service by youth within the District municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District municipalities. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring of attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation, coordination and establishment of cooperative and support for the existing ones.
<u>ENQUIRIES</u>	:	Mr N Mgoqi Tel No: (021) 409 0300
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and people with disabilities are encouraged to apply.
<u>POST 22/12</u>	:	<u>ASSISTANT DIRECTOR: SECTORAL COLLEGES REF NO: 3/2/1/2022/348</u> Directorate: Sectoral Colleges
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Studies. 3 years relevant supervisory experience. Job related knowledge: Knowledge and understanding of Higher Education Act of 1998, South African Qualification Authority Act of 1995, Knowledge of Sector Education and Training Authority and their functions, Knowledge in management of training and skills development, Public Service Regulations, Treasury Regulations, Public Finance Management Act and Preferential Procurement Policy Framework Act. Job related skills: Planning and organising skills, Analytical skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resource planning skills, Problem solving and decision making skills, Time management skills, Communication skills and Project management skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
<u>DUTIES</u>	:	Implement and evaluate programmes for Agricultural Training Institutes. Facilitate the implementation of vocational training strategy and linkages with relevant stakeholders. Facilitate the implementation of colleges revitalisation

plan. Facilitate the development and review of Agricultural Training Institutes curriculum, learnerships and skills programmes at NQF levels 1 – 7. Facilitate and implement the provision of ad hoc skills training below NOF level 1. Facilitate the identification of accredited, qualified and registered training providers for the sector short courses and skills development programmes. Ensure the implementation of sector strategies and programmes in respect of Agricultural Training Institutes. Report on implemented programmes at all NQF training levels from 1 – 7. Coordinate and facilitate the articulation and linkages of qualifications with tertiary institutions. Facilitate infrastructure development in support of training programmes. Facilitate and implement the transformation of sectoral institutes into centres of excellence. Facilitate the implementation of sectoral institute specific intervention strategies in the area of infrastructure, curriculum development, registration and accreditation, Information and Communication Technology and staff development. Facilitate the implementation of extension suite online student version by Agricultural Training Institutes. Facilitate the implementation of value adding and agro-processing programmes. Ensure effective alignment of Provincial agro-ecological needs in the curricula and improvement plans. Facilitate the linkages with external donors in support of Agricultural Training Institutes. Facilitate the implementation of colleges business plans in support of the Agricultural Training Institutes transformation and revitalisation plan of colleges. Facilitate establishment and refurbish of infrastructure for practical work and mobile training units. Facilitate and implement the review of training curricula. Facilitate the tasks and allocate resources to public bodies and key Provincial stakeholders for reviewing and developing sectoral training programmes and short courses. Facilitate the development of training resources materials. Facilitate the development of mechanisms to identify areas within the theoretical training and curriculum that requires improvement or development. Facilitate the development and review of training curricula that will ensure empowerment beneficiaries. Facilitate quality assurance measures for curriculum implementation and practical training provided to the beneficiaries. Facilitate change management in the sector. Facilitate the development of change management framework for measuring change in training institutes that offer accredited programmes. Facilitate the identification of initiatives that require change management support. Facilitate the evaluation and assessment of each training institute against the set norms and standards of education and training.

- ENQUIRIES** : Ms M Macucwa Tel No: (012) 319 7211
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 22/13** : **ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/2/1/2022/351 (X2 POSTS)**
Directorate: Compliance Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Internal Auditing / Financial Management / Law / Risk Management. 3 years' supervisory experience working in compliance management. Job related knowledge: knowledge of corporate governance issues, Compliance management, Public service environment, Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership skills, Good computer literacy in Microsoft Office Suite, Proven project management skills, Excellent communications skills (verbal and written) and Excellent facilitation skills. Must be results oriented. Ability to work under pressure and customer focus. A valid driver's licence. Team management.
- DUTIES** : Implement a compliance management strategy. Implement compliance management process which includes compliance identification, compliance risk assessment, compliance risk management and reporting. Develop a training strategy and train employees in the Department on compliance awareness. Update the Departmental compliance universe on an on-going basis. Provide assistance in compiling the annual compliance management

implementation plan. Participate in committees that serve as advisory bodies in the area of compliance risk management. Provide assistance in compliance report coordination and assist in any compliance related information required by Risk and Compliance Committee. Align compliance checklist with strategic and operational plans on an on-going basis. Identify strategic and operational plans of the Department in order to understand the Departmental business for the purpose of identifying regulatory requirements. Conduct compliance assessments in the Department according to procedure. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Communicate best practice methodologies and standards for compliance functionality. Research on what are the compliance best practice methodologies and contribute in improving the Departmental compliance management methodology.

ENQUIRIES : Ms N Mfuphi Tel No: (012) 312 9521
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 22/14 : **SENIOR TELECOM OPERATOR REF NO: 3/2/1/2022/347**
 Directorate: Financial and Supply Chain Management Services
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R211 713 per annum (Level 06)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. 1-year relevant working experience within the switchboard environment. Job related knowledge: Knowledge of Microsoft package. Job related skills: Telephone etiquette skills, Computer literacy, Customer care skills, Good communication skills, Interpersonal skills, Switchboard operation skills. Ability to communicate well with people at different levels and different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives and work independently. Ability to organise and prioritise work.

DUTIES : Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward incoming calls. Receive and record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that customers are referred promptly and correctly. Ensure that customers are attended to at all times. Supply basic information to customers regarding the Department's services when required. Manage switchboard services. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify and inspect default and defective equipments. Utilise the telephone management system to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in good working condition at all times. Administer telephone accounts. Complete telephone register and submit to the supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal user's when required. Print telephone cost reports for each extension monthly. Allocate and monitor pin codes.

ENQUIRIES : Mr S Zwane Tel No: (021) 409 0605
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

NOTE : African, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk.
- CLOSING DATE** : 01 July 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidate will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.
- ERRATUM:** Kindly note that the post of Communication Officer with Ref No: CSP/11/2022 has been advertised in Public Service Vacancy Circular 18 dated 20 May 2022, the requirement of the post has been amended: Appropriate National Diploma or Bachelor's Degree in Communication, Journalism and Graphics Design/development or equivalent qualification. Closing date of the post is extended to 01 July 2022.

MANAGEMENT ECHELON

- POST 22/15** : **DIRECTOR: LEGISLATION SPECIALIST REF NO: CSP/12/2022**
- SALARY** : R1 073 187 per annum, (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelor's Degree in Law (NQF 7) or relevant legislation drafting equivalent qualification. 5 years' middle management/Senior Managerial level experience that must include legislative drafting. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Extensive knowledge and experience in legislative drafting, a sound knowledge of and interpretation of constitutional law. Understanding of legislation research and development methodologies, analysis methods, research methodologies, monitoring and evaluation methods and Legislation formulation. Knowledge of good governance and Batho Pele Principles. Understanding of government systems and structures. Strategic capability and leadership, programme and project management, people management and empowerment. Financial management, change management and computer literacy. Problem solving and decision making skills. Verbal and written

communication skills. Legislation development and Legislation research skills.
A valid Drivers license.

DUTIES

: Identify and develop primary and subordinate legislation relating to the mandate of the Minister of Police in accordance with approved policy directives. Perform continuous environmental scanning in order to identify shortcomings in and possible improvement of legislation pertaining to policing functions and operations. Conduct legal research, including international legal research to conduct comparative analysis of legislation. Develop and prepare draft Bills and Regulations. Actively participate in all legislative processes leading up to the submission of legislation in Parliament. Review and amend existing primary and subordinate legislation. Engage with internal and external research units to source policing assessment/oversight reports for analysis, engage with provincial secretariats and other relevant institutions to identify gaps in the policing legal framework. Review of Bills and Regulations processes leading to the tabling of thereof, advising the minister in respect of legislative proposals., prepare and make presentations on departmental legislation to parliamentary committees and other government fora. Development of legal instruments for the Secretariat and ensuring that the relevant legal instruments are complied with. Conduct analysis and research in preparing legal and constitutional advice for submission to the Secretary of Police. Consider policy implications that impact on policing legislation and make recommendations. Draft legal documents on policing that provide a clear motivation or justification on improvements for policing legislation. Provide support on Minister's statutory and constitutional responsibilities. Prepare documents for the Minister to ensure his statutory and constitutional responsibilities are executed. Conduct regular risk situation analysis Identify risk associated with legislation, monitor and evaluate legislation risks, develop mitigating strategies and execute risk strategy to mitigate risks.

ENQUIRIES

: Mr BK Shiphamele Tel No: 061 080 7598

APPLICATIONS

: Applications can also be emailed to Gladman.Bida@csp.gov.za

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

<u>CLOSING DATE</u>	:	01 July 2022
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references. Applicants are not required to submit copies of qualification 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/ copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The below posts are senior management posts. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

<u>POST 22/16</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 31434/01</u>
<u>SALARY</u>	:	R1 544 415 per annum (Level 15), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Financial Management or equivalent qualification (NQF level 7 as recognised by SAQA) and post-graduate qualification (NQF level 8 as recognised by SAQA) Experience: At least 8-10 years' experience at Senior

Management (SMS) level. Technical Competencies: Supply Chain Management. Comprehensive knowledge and understanding of the: Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), Modified Cash Standards of Accounting (MCS), General Recognised Accounting Practices (GRAP), General Accepted Accounting Practices (GAAP), Transversal systems i.e LOGIS, BAS and PERSA. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS PowerPoint, and MS Project.

DUTIES : Job purpose: Provide strategic direction on the management of CWP programme and financial administration. Provide leadership on the rendering of financial management and administration services. Provide strategic leadership and guidance on supply chain and asset management services. Oversee the establishment of internal controls and systems in the Department.

ENQUIRIES APPLICATIONS : Mr. J Tidimane Tel No: (012) 334 0734
: Applications must be submitted electronically via email to cogta103@cogta.gov.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 22/17 : **CHIEF DIRECTOR: MUNICIPAL GOVERNANCE AND STRUCTURES REF NO: 31434/02**

SALARY : R1 269 951 per annum, an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Pretoria
: Qualifications – Minimum: A Grade 12 certificate and an undergraduate qualification in Public Administration/ Management or equivalent qualification (NQF Level 7 as recognised by SAQA) 5-10 years' experience at senior management level in the relevant field. A post graduate qualification will be an added benefit. Technical knowledge: Extensive knowledge of Municipal Structures Act, Municipal Systems Act, Municipal Demarcation Act, Municipal Finance Management Act, Anti-corruption legislation, Knowledge of justice system processes and legislative drafting; public service and local government transformation; monitoring and evaluation techniques; local government policies and systems. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficiency in MS Excel, MS Word, MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively

DUTIES : Job purpose: Direct and support municipal governance policy development and implementation; provide strategic direction and support to ensure efficient systems of delegations in municipalities; in collaboration with stakeholders such as National Treasury, Auditor-General, and organised local government, support provinces and municipalities in improving audit outcomes and to develop a national response plan in this regard; strengthen municipal governance and oversight mechanisms in municipalities; develop policy in relation to the division of powers and functions between municipalities; develop and roll-out anti-corruption and ethics programmes in local government; strengthen and maintain partnerships with law enforcement and prosecutorial authorities on anti-corruption matters.

ENQUIRIES APPLICATIONS : Dr K Naidoo Tel No: (012) 395 4616
: Applications must be submitted electronically via email to cogta104@cogta.gov.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900.

POST 22/18 : **CHIEF DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT REF NO: 31434/03-KZN; REF NO: 31434/04-NC (X2 POSTS, KZN AND NC)**

SALARY : R1 269 951 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE REQUIREMENTS : Pretoria
: Qualifications – Minimum: A Grade 12 certificate and an undergraduate qualification in Public Administration/ Local Government or equivalent qualification (NQF Level 7 as recognised by SAQA) 5-10 years' experience at senior management level in the relevant field. Technical knowledge: Extensive knowledge in Project Monitoring and Evaluation. Understanding of Government Legislation and Policies. Understanding of National and Local

- Legislation impacting on Provincial Governance. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word, MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively.
- DUTIES** : Job purpose: Oversee and support the development and regular review of detailed municipal, district and metro profiles. Oversee the establishment and support districts hubs and intergovernmental coordinating structures. Provide strategic support on the facilitation, coordination and monitor the development and implementation of One Plans. Provide support on the development, implementation and monitoring of municipal infrastructure projects. Provide strategic guidance on the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Provide guidance and manage the development and implementation of CWP site plans that utilizes labour intensive methods to stimulate local economies.
- ENQUIRIES** : Ms. M Mabidilala Tel No: (012) 334 0623
- APPLICATIONS** : Applications must be submitted electronically via email to cogta104@cogta.gov.za
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- POST 22/19** : **DIRECTOR: GENDER MAINSTREAMING REF NO: 31434/05**
- SALARY** : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate and an undergraduate qualification in Gender studies/ Social Sciences or equivalent qualification (NQF Level 7 as recognized by SAQA). 5-10 years' experience in Gender Mainstreaming at middle management level. Technical competencies: In-depth knowledge and understanding: Interpret and implement international treaties, Frameworks from socio-political, Human rights. Research on women empowerment. Transformation agenda of Government. Government framework on employment equity. Affirmative Action. Skills Development. Monitoring and Evaluation. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS PowerPoint, and MS Project.
- DUTIES** : The incumbent will be expected to perform the following duties: Develop and implement policies to promote gender equity and facilitate support programmes to disabled persons within local government sector. Oversee and facilitate advocacy programme in promoting gender sensitisation and responsiveness. Provide strategic support in the development and maintain a database on gender and disability issues. Oversee the transformation and redress issues of social empowerment of women and oversee the equalization of opportunities through systems development and implementation. Standardise and strengthen Gender Focal Mechanisms and machineries to build capacity to promote gender equality.
- ENQUIRIES** : Ms. M Mabidilala Tel No: (012) 334 0623
- APPLICATIONS** : Applications must be submitted electronically via email to cogta104@cogta.gov.za
- FOR ATTENTION** : Ms. Mpho Bakhane Tel No: 012 334 0628 / 0629 / 0732

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** : 04 July 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA). 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 email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

- POST 22/20** : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/4/7/86**
- SALARY** : R1 073 187 per annum, (all inclusive)
- CENTRE** : Provincial Office Mpumalanga
- REQUIREMENTS** : Three (3) year undergraduate B. Degree/B-Tech/ Adv. Diploma (NQF 7)/ NQF 7 Qualification in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/ Auditing. A valid driver's licence. Five (5) years middle management experience and three (3) years functional experience in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and

Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

ENQUIRIES : Ms M Mazibuko Tel No: 013 653 3800

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

OTHER POSTS

POST 22/21 : **DEPUTY DIRECTOR: BUSINESS CONTINUITY AND COMPLIANCE MANAGEMENT REF NO: HR 5/1/2/3/60**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three- year tertiary qualification in Disaster Management/ Law/ Compliance Management/ Risk Management. National certificate in Business Management is required. 5 years' functional experience in Compliance Management, and Business Continuity Management / Disaster Recovery/ Crisis Management of which 3 years is on management level. Knowledge: Compensation Fund strategic objectives. Customer Service principles (Batho Pele Principles). Public Service Act and Regulations. Knowledge of corporate governance requirements. Internal Audit and assurance practices. Enterprise risk management concepts, frameworks and method. Awareness of risk finance and risk control concepts. Experience of crisis and/or incident management processes. Promotion of Access to information Act. Promotion of Justice to Information Act (PAJA). Public Service Act. Public Service Regulations. National Treasury Regulations. Public Finance Management Act Legislative requirements: Compensation for Occupational Injuries and diseases Act (COIDA). Occupational Health and Safety Act (OHS). Disaster Management Act Skills: Computer literacy. Decision making. Financial Management. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Planning and organising. Problem solving. Project or programme management. Leadership. Risk management.

DUTIES : Develop and manage business continuity and compliance management plans, policies and strategies. Manage the implementation of the Fund's compliance management programme. Manage the entity –wide business continuity strategies and response arrangements. Manage the coordination of awareness campaigns to alert employees of disruptive events. Manage resources and all resources in the sub-directorate.

ENQUIRIES : Mr V Mafata Tel No: 27 12 319 9495

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

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

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

POST 22/22 : **SAP ANALYST (CASE MANAGEMENT TECHNICAL SUPPORT) REF NO HR/22/06/07HO**
(1 year fixed term contract)

SALARY : R477 090 per annum, plus 37% in lieu of benefits

CENTRE : IES, Head Office, Pretoria

REQUIREMENTS : National Diploma (NQF6) Undergraduate Degree (NQF7) in Information Technology/Informatics/NDip in Information technology (Software development/Computer Science PLUS Microsoft and /or SAP Certificate (ASP K4+ or equivalent) +ITIL Foundation. Four (4) years functional/technical experience on CX projects OR equivalent experience in similar internal IT Team role i.e. as lead of SAP/ in terms of developing, implementing and sustaining SharePoint and workflow systems at a Group wide level-and/ or managing integration of API's in a multi-vendor IT landscape / business

systems. Knowledge: Broad knowledge of SAP functional areas, Good experience of working on a highly customized SAP system, Technical standards/ procedures, Workflow Automation, Report writing using ALV and ABAP lists, SAP ECC and Insurance knowledge, Working knowledge of Solution Manager, Dialogue programming, Solutions Development Life Cycle. Skills: Application support, Maintenance, Software system analysis, End user training, Project management, User exists/ enhancements.

DUTIES : Document and develop technical design for IES SAP solutions. Analyse, specify and configure IES SAP Business Objects Module. Provide support and maintenance of SAP applications. Maintain authorization, organizational structure, CRM and reporting modules.

ENQUIRIES APPLICATIONS : Adv. F Bede Tel No: 012 309 4896
 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 22/23 : **PRINCIPAL INSPECTOR: MAJOR HAZARD INSTALLATIONS AND EXPLOSIVES REF NO: HR4/4/5/29**

SALARY CENTRE REQUIREMENTS : R477 090 per annum
 : Provincial Office, KZN
 : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Chemical Engineering/ Chemistry/ Explosive Management/ Explosives Engineering. Four (4) year functional experience in Major Hazard Installations and Explosives. Valid driver's Licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research and Project Management.

DUTIES : Provide inputs into the development and implementation of Major Hazard Installations and Explosives policies and strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Major Hazard Installations and Explosives regularly as per OHS programme. Conduct technical research on latest trends of occupational health and safety in relation to Major Hazard Installations and Explosives. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES APPLICATIONS : Mr EM Khambula Tel No: 031 366 2201
 Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 22/24 : **ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/6/106**

SALARY CENTRE REQUIREMENTS : R477 090 per annum
 : Provincial Office: Limpopo
 : Three (3) year tertiary qualification in Economics/ Statistics/ Social sciences (sociology, demography), Four years functional experience in labour market research field service and a valid driver's license Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Methodology, Project management. SKILLS: Analytical, Communication, Interpersonal, Innovative, creative and leadership, Management, planning and organizing, Stress management, Team management, Data analysis, Statistical software skills, Research, monitoring and, evaluation.

DUTIES : Monitor and evaluate the impact of labour legislation. Monitor and conduct the national and provincial research studies. Contribute and participate in the development of Research Monitoring and Evaluation. Manage all the resources of the Sub-Unit.

ENQUIRIES APPLICATIONS : Ms TE Maluleke Tel No: 015 290 1768
 Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

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

POST 22/25 : **ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE SERVICES**
REF NO: HR4/4/5/25

SALARY : R382 245 per annum
CENTER : Provincial Office, KZN
REQUIREMENTS :

Three (3) years relevant tertiary qualification in Business/ Public Administration/ Management or Financial Management. Two (2) year's Supervisory experience. Two (2) year's functional experience in the Administration Services. Valid driver's Licence. Knowledge: Relevant Departmental Policies and Procedures, Basis Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Act, National Archives and Records Services, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication, Interpersonal relations, Decision-making, Problem Solving, Presentation, Conflict Management and Computer literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Mr M Mwelase Tel No: 031 366 2316.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 22/26 : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR**
5/1/2/3/61

SALARY : R382 245 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS :

Three-year qualification in Risk Management / Internal Auditing. 4 years' functional experience in risk or Internal audit environment at Senior Practitioner level or equivalent. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and business processes. Customer Service principles. (Batho Pele Principles). Extensive Knowledge and Understanding of Treasury Audits. Corporate governance guidelines and the development of policies and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required Information technology knowledge. Compensation fund information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk management compliance. Risk management policies and procedure. Legislative requirements: Public Finance Management Act (PFMA). Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public service regulations. Treasury regulations. Supply chain management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment Insurance Fund. LRA, EE Act, SDA & BCEA Skills: Excellent communication (verbal and written). Programme and project management. Problem solving analysis. Conflict management. Research analysis and methodology. Decision making. Budgeting and Financial Management. People and Performance management. Developing others. Diversity Management.

DUTIES : Provide Inputs to manage risk management services within the Fund. Facilitate risk assessments process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources.

ENQUIRIES : Mpumelelo Msimango Tel No: 0123199472
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

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

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

POST 22/27 : **ASSISTANT DIRECTOR: FACILITIES REF NO: HR 5/1/2/3/63**

SALARY : R382 245 per annum

CENTRE REQUIREMENTS : Compensation Fund, Pretoria
: A Three years' tertiary qualification in Building Science/Architecture/Civil Engineering/Quantity Survey/Facilities Management and Property Management. 4 years' functional experience in facilities and building management of which 2 years is supervisory experience Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge Legislative requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public service Act. National Environmental Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Business Writing. Decision Making. Budgeting and financial management. Communication and Information Management. People and performance management. Project or programme management. Planning and Organising. Problem Solving. Team leadership.

DUTIES : Coordinate the implementation of preventative maintenance plans to support the objectives of the Fund. Coordinate. Coordinate and monitor the implementation of repairs and maintenance projects. Coordinate related facilities contracts. Management of resources.

ENQUIRIES APPLICATIONS : Mr MS Mokau Tel No: 012 3199198
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

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

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

POST 22/28 : **SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/5/22**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Provincial Office, KZN
: Three (3) years relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. Two (2) years functional experience in anti-fraud and corruption. Valid driver's Licence. Knowledge: Investigative Principles and Practice, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations and Batho Pele Principles. Skills: Planning and organising, Time Management, Conflict Management, Analytical, Investigation, Communication, Computer literacy, and Presentation.

DUTIES : Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES APPLICATIONS : Mr S Mpanza Tel No: 031 366 2186
: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 22/29 : **SENIOR STATE ACCOUNTANT FINANCE REF NO: HR4/4/5/26**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Provincial Office, KZN
: Three (3) years tertiary or equivalent qualification in Finance/ Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Public Financial Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho-Pele principles, Departmental Policies and Procedures, Conflict. Skills Planning and Organising, Computer literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorise all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net) (Daily). Verify

information to ensure proper financial documents management (Daily). Monitor budget processes for the Province. Proper control of Petty cash (Daily). Clear suspense accounts and unallocated accounts before month closure (Monthly).

ENQUIRIES : Mr M Mwelase Tel No: 031 366 2316

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 22/30 : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

SALARY : R321 543 per annum

CENTRE : Klerksdorp Labour Centre Ref No: HR 4/4/10/40 (X1 Post)
Stanger KZN Ref No: HR4/4/5/27 (X1 Post)

REQUIREMENTS : Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.

ENQUIRIES : Mr UT Qambata Tel No: (018) 387 8195

APPLICATIONS : Ms S Mkhize Tel No: (032) 551 7300
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735. Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4001 or hand deliver at 12 Cator Street, Stanger.

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

POST 22/31 : **SENIOR ADMINISTRATIVE OFFICER: PES REF NO: HR 4/4/10/44**

SALARY : R321 543 per annum

CENTRE : Provincial Office, Mmabatho

REQUIREMENTS : Three-year relevant tertiary qualification in Social Sciences (Psychology; Public/ Business Administration). Two (2) years functional experience in Public Employment/ Administration Services. Knowledge: ILO Conventions, PFMA, Human Resource Management, Skills Development. Skills: Planning and organising. Communication. Computer. Analytical. Presentation. Interpersonal. Leadership. Networking.

DUTIES : Coordinate information for compilation of reports (Daily). Coordinate PES training processes to effect positive on service delivery (Monthly). Evaluate and monitor the implementation of employment services in the province (Daily). Provide administration support service within PES section (Daily). Manage all the resources of the Sub-Section (Daily).

ENQUIRIES : Mr UT Qambata Tel No: (018) 387 8195

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 22/32 : **CLIENT SERVICE OFFICER-MOBILE LABOUR CENTRE REF NO: HR 4/4/1/150**

SALARY : R261 372 per annum

CENTRE : Lusikisiki Labour Centre, Eastern Cape

REQUIREMENTS : Three-year qualification Public/Business Administration/Management/Transport Management. One (1) year relevant experience in Client Service Officer. Code 10 Driver's license and a PDP. Knowledge: Departmental policies and procedures, Skills Development Act,

- Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, COIDA, Occupational Health and Safety Act, Skills Development Levies Act. Skills: Computer Literacy, Planning and organising. Of work, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accurate data capturing, Ability to communicate in the local language, Ability to interpret legislation, Problem Solving.
- DUTIES** : Render effective ES functions. Render effective Beneficiary Services functions. Provide effective inspection and Enforcement Services. Render general services.
- ENQUIRIES APPLICATIONS** : Ms Getyeza Tel No: (039) 253 5949
- FOR ATTENTION** : Deputy Director: Labour Centre Operations, The Head Labour Private Bag X 1002 Lusikisiki 4820, 5100. Hand delivery Corner Stanford and Jacaranda - street Lusikisiki, 4820.
- POST 22/33** : **ADMIN OFFICER: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/64**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Accounting/ Auditing/ Compliance Management. 1 year functional in Auditing/ Compliance /Accounting environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). COIDA. Public Service Act. Legislative requirements: COIDA. Public Finance Management Act. National Treasury Regulations. PoPIA. PAIA. Skills: Technical Proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone skills and Etiquette. Problem solving and decision making. Computer literacy. Respect and concern for others. Analytical thinking. Pro-activeness and initiative. Honesty, integrity and work ethic.
- DUTIES** : Analyse various data reports to identify possible non-compliant employers. Profile identified non-compliant employers. Assist in conducting employer compliance audits in terms of COIDA. Coordinate employer complaints and queries received in the sub directorate relating to employer obligations. Render administrative support to the sub- directorate.
- ENQUIRIES APPLICATIONS** : Phinias Mafagane Tel No: 072 666 7196
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- NOTE** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- POST 22/34** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 22/34** : **SUPPLY CHAIN MANAGEMENT: PRACTITIONER: QUOTATIONS REF NO: HR 5/1/2/3/65**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Supply Chain Management /Purchasing/Logistics. 1-year functional experience in supply chain (Quotations) environment Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders and customers. Customers Service (Batho Pele Principles). Supply Chain procurement guidelines. COIDA. Broad Based Black Economic Empowerment. Legislative requirements: Preferential Procurement Policy Framework Act. Public Finance Management Act (PFMA). National Treasury Regulations Skills: Required Technical proficiency. Performance Management. Communication (verbal and written). Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.
- DUTIES** : Check and verify received requisition forms. Request Quotations from suppliers. Provide secretarial functions to the Sub-Bid Adjudication Committee (SABAC). Supervision of staff.
- ENQUIRIES APPLICATIONS** : Boitumelo Kau Tel No: 066 471 6579
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 22/35** : **MAINTENANCE OFFICER (MECHANICAL) REF NO: HR 5/1/2/3/67**
- SALARY** : R211 713 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Three-year qualification in mechanical engineering. 1-year functional experience in mechanical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering/technical knowledge Legislative requirements: Occupational health and Safety Act and OHS relevant Regulations. COIDA. Public Service Regulations. Public service Act. National Environmental Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act Skills: Required Technical Proficiency. Decision making. Communication (Verbal and Communication). Planning and Organising. Problem solving. Project or programme management.
- DUTIES** : Perform Scheduled mechanical presentative duties as per maintenance plan to support the objectives of the Fund. Conduct mechanical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor mechanical related contractors. Render administration duties for the section.
- ENQUIRIES** : Mr MS Mokau Tel No: 012 3199198
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 22/36** : **INSPECTOR POST REF NO: HR4/4/7/87**
- SALARY** : R211 713 per annum
- CENTRE** : Ermelo Labour Centre
- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's licence. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Ms L Mashego Tel No: 017 819 7632
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X9054, Ermelo, 2350 or hand deliver at Merino building, Cnr. of De Jager & Joubert Street, Ermelo.
- POST 22/37** : **ADMINISTRATION CLERK: EMPLOYER AUDIT SERVICES REF NO: HR4/4/5/28**
- SALARY** : R176 310 per annum
- CENTRE** : Provincial Office, KZN
- REQUIREMENTS** : Grade 12/ Matriculation/ Senior Certificate. Knowledge: Batho Pele Principles, Public Service Regulations and Act, PFMA. Skills: Communication, Computer literacy, Listening, Time management, Planning and organising.
- DUTIES** : Handle orders, receive and distribution of materials to the official in the section. Handle and record incoming and outgoing of mails for the section. Administer

employer audit services. Manage information system in the section. Provide logistical support functions.

ENQUIRIES : Mr EM Khambula Tel No: 031 366 2201

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 22/38 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/411 (X2 POSTS)**

SALARY : R176 310 per annum

CENTRE : Gqeberha Labour Centre, Eastern Cape Province

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES : Mr MP Ngqolowa Tel No: 041 506 5000

APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha

FOR ATTENTION : Sub-directorate: Human Resources Operations, Gqeberha

POST 22/39 : **TELECOM OPERATOR REF NO: HR 4/4/10/47**

SALARY : R176 310 per annum

CENTRE : Provincial Office, Mmabatho

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Telephone etiquette. Departmental Policies. Knowledge of Switchboard operations. Skills: Communication skills. Listening skills. Judgement. Diplomacy. Identify problems. Interpersonal relationship. Basic literacy.

DUTIES : Render an effective and efficient telephonic service. Give assistance to IT Admin and Office services Unit.

ENQUIRIES : Mr UT Qambata Tel No: (018) 387 8195

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 22/40 : **ACCOUNTING CLERK: FINANCE REF NO: HR4/4/1/124**

SALARY : R176 310 per annum

CENTRE : Provincial Office Eastern Cape

REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis.

DUTIES : Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.

ENQUIRIES : Mr M Futshane Tel No: 043 701 3010

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Chief Director: Provincial Operations

- POST 22/41** : **SUPPLY CHAIN MANAGEMENT: CLERK REF NO: HR 5/1/2/3/68 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Compensation Fund, Pretoria
: Grade 12. No Experience is required. Knowledge: Data capturing. Collecting statistics. Compensation Fund business processes, procedure, policies. Stakeholders and customers. Customer Service (Batho Pele Principles). Technical Knowledge. Legislative requirements: Public Finance Management Act (PFMA). Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Flexibility. Decision making. Self-Management. Team player.
- DUTIES** : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
- ENQUIRIES APPLICATIONS** : Lilian Magwai Tel No: 066 587 2233
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 22/42** : **PERSONNEL OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: HR 5/1/2/3/69**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Compensation Fund, Pretoria
: Grade 12. Knowledge: Compensation Fund objectives and business functions. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge Legislative Requirements: COIDA Act, Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical proficiency. Business writing skills. Required IT Skills. Data Capturing. Data and Record management. Telephone skills and Etiquette.
- DUTIES** : Administrate the campaigns of Employee Health and Wellness. Render effective administrative support services. Safe keep HR records.
- ENQUIRIES APPLICATIONS** : Mr I Makala: Tel No: 060 963 4717
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 22/43** : **PERSONNEL OFFICER: PERFORMANCE MANAGEMENT REF NO: HR 5/1/2/3/70**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Compensation Fund, Pretoria
: Grade 12. No Experience Required Knowledge: Compensation Fund objectives and business functions. Compensation Fund Value chain and business processes. Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values Legislative requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations Skills: Teamwork and Collaboration. Communication (verbal and Written). Quality and Excellence Orientation. Self and Time Management. Honesty, integrity and Work Ethic. Adaptation to change.
- DUTIES** : Render administrative support with regards to Performance Agreements. Coordinate the administration of performance Assessments. Provide administrative support for probation performance Reporting. Safe Keep HR Records.
- ENQUIRIES APPLICATIONS** : Mr SM Mashinini Tel No: 012 406 5803
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

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

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

POST 22/44 : **PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/71**

SALARY : R176 310 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience Required Knowledge: Compensation Fund objectives and business functions. Compensation Fund Objectives and business activities. Directorate or sub directorate goals and performance requirements. Compensation Fund services. Compensation Fund value chain and business processes. Stakeholders and customers. Customer services (Batho Pele Principles). Risk awareness. COIDA Act, regulations and policies. Human Resource Planning Procedure Legislative requirements: COIDA Act regulations and policies. Occupational Health and Safety Act (OHAS). PFMA and National Treasury Regulations. General Knowledge of the Public Service regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data capturing. Data and record management. Telephone skills and Etiquette.

DUTIES : Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR Records.

ENQUIRIES : Mr B Mthombeni Tel No: 060 989 8301
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

NOTE : Coloureds, Indians Whites and Persons with disabilities.

POST 22/45 : **ARCHIVES CLERK REF NO: HR 5/1/2/3/72 (X2 POSTS)**

SALARY : R176 310 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Matric (NQF 4). No Experience Required Knowledge: Compensation Fund objectives. Customer Service (Batho Pele Principles). Basic Conditions of Employment Act. COIDA. Public Service Act. Legislative requirements: National Archives and Records Services Act. Promotion of Administrative Justice Act (PAJA). Protection of Personal Information (POPI). PFMA and National Treasury Regulation. Skills: Communication (verbal and written). Computer Literacy. Data capturing. Organisation Skills. Filing. Interpersonal relations.

DUTIES : Execute filling and archiving of all resources in accordance with relevant procedures. Administer archival records and keep them in good condition. Execute records disposal activities within the Fund.

ENQUIRIES : Mrs M Gcwabaza Tel No: 012 319 9282
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

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

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

POST 22/46 : **SECURITY OFFICER REF NO: HR 5/1/2/3/73 (X3 POSTS)**

SALARY : R147 459 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience Required Knowledge: DoEL and Compensation Fund objectives and business functions. Directorate or subordinate goals performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund Policies, procedures and processes. Stakeholder and customers. Customer Service (Batho Pele Principles). Fund Values. Batho Pele Principle Legislative requirements: Public service Act. Occupational Health and Safety Act (OHS). Minimum Information Security. Minimum physical Security Standard. Private Security Industry Regulation Act. Public Finance Management Act. Skills: Interpersonal. Organising. Communication. Problem solving. Presentation. Computer literacy. Telephone Skills and Etiquette.

- DUTIES** : Conduct security control in accordance to policy and procedure. Provide security to equipment, building and premises. Adhere to procedure.
- ENQUIRIES** : Ms MS Mabaswa Tel No: 082 8897 377
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

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

OTHER POSTS

<u>POST 22/47</u>	:	<u>DEPUTY DIRECTOR: HEALTH AND SAFETY MANAGEMENT REF NO: OC12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive package) Cape Town (Waterfront) Degree or National Diploma in Occupational Health and Safety/Safety Management or relevant equivalent qualification plus 3 years' experience at junior management level (ASD) in Occupational Health and Safety. Must be in possession of SAMTRAC certificate or equivalent qualification. Registration with SACPCMP as a Health and Safety Officer or OHS manager will be an added advantage. Knowledge and understanding of Occupational health and Safety Act and Regulations. Good Knowledge of ISO Quality Standards. Understanding of National Building Regulations and Standards. Good Knowledge of Administrative procedures, Financial Management, Project Management, Risk Management, and Policy development. Good Strategic Planning management, Leadership and Management, Communication skills (written and spoken), Negotiation, Decision-making skills, Report writing skills, Analytical skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations. Initiative.
<u>DUTIES</u>	:	Develop safety, health and environmental management policy for all Antarctic and Southern Oceans and island operations (ISO 14001). Develop, and draft policies and management guidelines according to ISO 45001. Ensure that all elements within the ISO 45001 framework are applied. Support safety Management, including implementation of appropriate training. Ensure that the OHS risk management programme is implemented in line with the legal risk register. Ensure management of a COID System & Administrative procedure. Oversee the implementation and administration of COIDA claims. Develop search and rescue protocols. Manage emergency procedures and organise emergency teams. Manage effective OHS control mechanisms. Ensure that all incidents are effectively managed and closed out after root cause analysis with effective control measures being implemented. In addition the incumbent will be required to carry out regular OHS compliance assessments and manage the close out of corrective actions. The incumbent will have to establish OHS committees at relevant levels, with the required appointments in place.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Devanunthan Tel No: 021 405 9482 Director-General, Department of Forestry, Fisheries and Environmental, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria. Applications For Cape Town Centre May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
<u>FOR ATTENTION NOTE</u>	:	Human Resource Management Applications must be submitted on signed and initialled New Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the

underrepresented designated groups in terms of the Department's equity plan. Women and People with disabilities are encouraged to apply and preference will be given to the EE Targets. Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 04 July 2022
- POST 22/48** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ATMOSPHERIC QUALITY OUTREACH REF NO: CCAQ08/2022**
- SALARY CENTRE REQUIREMENTS:** : R542 647 per annum
: Pretoria
: A Four (4) year Degree (NQF8) in Environmental / Natural Sciences or equivalent qualification in a related field, coupled with six (6) years post qualification experience in the related field. Appropriate experience or knowledge of current air quality management and other environmental issues. Knowledge of Environmental and development issues (globally, regionally, locally). Knowledge of National Environment Management Air Quality Act, and other relevant regulatory framework. Knowledge and competency in atmospheric quality information systems will be an added advantage. Sound knowledge of government's air quality and protection related policies, priorities, and strategies. Air quality information matters and information systems, air quality monitoring and related legislation that support atmospheric quality information management and dissemination. A good understanding of the air quality governance cycle as described in the National Framework for Air Quality Management. In addition, the candidate must have general knowledge of government's standard administrative procedures. Business and project plan monitoring and reporting methodologies. Willingness to work under pressure and long hours. Ability to work individually and in team. Ability to work with difficult persons and to resolve conflict.
- DUTIES** : Develop and maintain the South African Air Quality Information System (SAAQIS). Providing technical support to SAAQIS End Users on general operation of the SAAQIS. Prepare documentation on system functions. Providing desktop and technical support to authorities and other users. Providing remedial training and workshops for SAAQIS End Users. Produce outreach materials to promote SAAQIS. Establishing and operating the SAAQIS Help Desk. Constantly evaluating training needs for users; Developing operational guidelines and manuals to support reporting into SAAQIS. Developing standard operating procedures relating to the various aspects of the SAAQIS. Ensure National Ambient Air Quality Monitoring Network (NAAQMN) and SAAQIS system enhancement are fully implemented. Analyze of NAAQMN/SAAQIS Data and preparation of "alert" reports. Provide External Capacity Development support.
- ENQUIRIES APPLICATIONS** : Mr T Setshedi Tel No: (012) 399 9197
: Director-General, Department of Forestry, Fisheries and Environmental, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.
Applications For Cape Town Centre May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- FOR ATTENTION NOTE** : Human Resource Management
: Applications must be submitted on signed and initialled New Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry,

Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Women and People with disabilities are encouraged to apply and preference will be given to the EE Targets. Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 04 July 2022

POST 22/49

: **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CMS19(2022)**

SALARY

: R321 543 per annum

CENTRE

: Cape Town

REQUIREMENTS

: An appropriate three-year National Diploma (NQF6) in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.

DUTIES

: The successful candidate will be responsible to conduct inspections to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulation within Department facilities, Coordinate Occupational, Health and Safety Committees (OHS) with in department. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COIDA Information Management.

ENQUIRIES

: Mr B Mtshali Tel. No: (012) 399 9099

APPLICATIONS

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

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

FOR ATTENTION

: Human Resource Management

NOTE

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

If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
04 July 2022

CLOSING DATE

:

POST 22/50

:

SENIOR FORESTRY REGULATION OFFICER REF NO: FOM22/2022

SALARY

:

R321 543 per annum, (Total package of R482 864 per annum/ condition apply)

CENTRE

:

Nelspruit (Mpumalanga)

REQUIREMENTS

:

An appropriate National Diploma (NQF level 6) in Forestry or equivalent qualification. 2-3 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, Public Service Act, Public Service Regulations and Departmental prescripts. Good presentation skills, excellent verbal and written communication, analytical and problem solving, programme and project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software. Innovative and proactive. Ability to gather and analyze information. Ability to develop and apply policies. Ability to collect and interpret information and reports. Ability to lead multidisciplinary team. Proven leadership skills. Ability to work long hours voluntarily. Ability to work independently and in a team. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Interpersonal relations. Ability to act with tact and discretion. Initiative. Responsibility and loyalty. A valid driver's license and must be 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, implement intergraded veld fire management plan, and implement National Veld Fire Implementation System. Implement business plan for awareness campaigns and information services. Monitor compliance to leased plantation areas. Compile and submit quarterly reports for leased plantation areas. Render administration support services such as organising and coordinating stakeholder participation as well as general administration.

ENQUIRIES

:

Ms Ndina Mudau Tel No: 015 287 9964

APPLICATIONS

:

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

NOTE

:

Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by the recent Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical

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

01 July 2022

CLOSING DATE

POST 22/51

: **ADMINISTRATIVE OFFICER REF NO: WCM03/2022**

SALARY

: R261 372 per annum, (Total package of R409 856 per annum/ conditions apply)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate National Diploma in Public Management/Office Management (NQF level 6) or equivalent qualification within related field. 1-2 years' experience in administration/office environment. Knowledge of administrative/clerical procedures. Knowledge of Logis, BAS, Financial and Procurement procedures. Knowledge of Procurement policies and procedures. Knowledge of Departmental procedures and prescript/policies. Computer literacy (emails, Internet, Word Processing). Sound organising and planning skills. Good communications skills. Ability to prioritise workload. Listening skills, Writing skills and Human relations skills. Ability to work long hours voluntarily. Ability to gather and analyze information. Ability to work individually and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Character beyond reproach. Articulate. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES

: Provide Administrative and Logistical Support to the Directorate. Arrange meetings and make booking for conferences and workshops. Distribution of documents in a prompt and confidential manner. Prepare document packs for meeting/interviews. Make travel arrangements for the officials. Prepare and type/draft letters and other documents. Maintain and oversee the filing system of the Directorate. Assist with the Management of Finance within the Directorate. Identify resource needs for the directorate. Ensure that funds are available for procurement of goods and services. Procurement of goods and services using approved procedures. Prepare quarterly procurement reports for the directorate. Ensure that correct and acceptable quality and quantities are delivered as per the order. Ensure that orders are created, and invoices are paid timeously. Provision of administration Support to the Directorate. Assist in compiling documents in preparation for Quality Assurance visits to projects. Liaise with implementers and provincial colleagues regarding quality assurance. Assist in the compilation of all project documents for Business Plan Evaluation during the planning phase. Prepare files for submission for approval. Provide inventory support to the Directorate. Maintain the directorate's asset register. Update the register when new office equipment is acquired. Arrange on behalf of personnel, with the asset manager for moving of furniture from one office to another. Conduct stocktaking of assets. Advise officials to complete VA7 forms whenever they need to use office equipment at workshop venues or at their homes (a VA7 form states that an official is authorised to use state property outside the premises)

ENQUIRIES

: Ms E Mgedezi Tel No: (012) 399 9231

APPLICATIONS

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

NOTE

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by the recent Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed

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

01 July 2022

CLOSING DATE

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 01 July 2022
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal

OTHER POST

- POST 22/52** : **DEPUTY DIRECTOR: RISK MANAGEMENT**
Directorate: Risk Management
(8 Months Contract)
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a relevant National Diploma (NQF 6) or a Bachelor's Degree (NQF 7) preferably in Risk Management or equivalent related qualification as recognised by SAQA, and at least four (4) years relevant experience in the risk management environment, of which two years should be at salary level nine (9) or ten (10). He/she should have knowledge

of the Public Finance Management Act, Treasury Regulations, Corporate Governance and Risk Management Framework. Knowledge of risk management software will be an added advantage. Required skills; project management, computer literacy, planning and organisational, analytical skills, monitoring & evaluation, interpersonal & negotiation skills, problems solving skills, and customer care skills. He/she should have sound understanding of government policy, general knowledge of government' mandate and a keen interest in current and government affairs. A valid driver's licence is also required.

DUTIES

: Assist in linking risk management processes with the Department's objectives and business plan. Develop, review, monitor and implement the enterprise risk management framework within the department. Assist in developing and rolling out an on-going risk management awareness programme throughout the department. Consult with stakeholders within the areas of responsibility to ensure identification and management of risks. Facilitate operational risk assessment process (identification, analysis and rating of risks) within the department, guided by the departmental risk management strategy and policy. Assist in project risk analysis and evaluation of various projects Provide advice to management on issues related to risk management. Identify potential business interruptions, develop safeguards against these interruptions and implement recovery procedures in the event of business interruptions. Ensure plans are in place to keep the Department functioning after disruptive events such as natural disaster, sabotage, crime and computer and human error. Monitor and evaluate the departmental risk profiles and related action plans and report on such. Assist in compiling risk management quarterly reports to the departmental Risk Management Committee and Management Committee. Coordinate the Integrity Management within the department as part of part of the department's anti-corruption initiatives.

ENQUIRIES

: Ms Sizakele Sibiya Tel No: (012) 473 0123

NOTE

: Preference will be given to African male and Coloured Male/Female People with disability will be given preference regardless of race

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. Hand delivered application may be submitted at Dr AB Xuma Building, 1112 Voortrekker Road or should be emailed to: recruitment@health.gov.za quoting the relevant post reference number on the subject line.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 04 July 2022
- 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 (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections). 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 only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Media: Sunday times, PSVC, NDOH website

MANAGEMENT ECHELON

- POST 22/53** : **DEPUTY DIRECTOR-GENERAL: HOSPITALS TERTIARY SERVICES AND HUMAN RESOURCES DEVELOPMENT REF NO: NDOH 30 /2022**
Branch: Hospitals Tertiary Services and Human Resources Development
This is a re-advertisement, applicants who previously applied need not re-apply. Those applications will be duly considered
- SALARY** : R1 544 415 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A post-graduate degree in Health, Social Sciences or Public Health or equivalent NQF 8 qualifications. SMS pre-entry Certificate is required for appointment finalisation. At least 10 years relevant working experience on Senior Management level Knowledge of and experience in Hospital Management, Tertiary Health Service and Human Resource Development, policy development, implementation, evaluation, and monitoring. In-depth knowledge and understanding of health challenges in South Africa as well as SADC regions. Good communication (written and verbal), interpersonal and computer skills. A creative and an innovative thinker. Willingness to travel frequently and work long irregular hours. Ability to function under pressure. A valid driver's license.
- DUTIES** : Facilitate appropriate governance of hospitals within a National Health Insurance system. Facilitate the planning and development policies to ensure the effective Training of Health workers in line with the Human Resources for

Health strategy. Development of transversal policies for human resources in the health sector. Development of policies that guide the governance and management of Emergency Medical Services (EMS) in the country. Render effective and efficient Forensic Chemistry Laboratory services to support the Criminal Justice System and reduce the burden of diseases and unnatural causes of death. Responsible for policies that guide the management of and service standards of Forensic Pathology Services. Responsible for providing leadership in development and implementation of policies in nursing education and practice. Responsible for planning, setting norms and standards, monitoring and coordination of the delivery of health infrastructure to enable provinces to plan, manage, modernise, rationalise and transform infrastructure, health technology, hospital management and improve quality of care. Responsible for the management of the provincial health facility revitalisation grant and the infrastructure component of the national health grant.

ENQUIRIES

: Ms VM Rennie email valerie.rennie@health.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(THEKWINI TVET COLLEGE)**

- APPLICATIONS** : Please apply through [Job Detail | My Website \(thekwini.edu.za\)](http://Job Detail | My Website (thekwini.edu.za)) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.
- CLOSING DATE** : 01 July 2022
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POSTS

- POST 22/54** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SCM 01/06/2022 (X1 POST)**
Permanent
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
Thekwini TVET College (Central Office)
Matric certificate or equivalent Recognised and relevant tertiary qualification (REQV13) in Purchasing or Logistics Management qualification/Financial/Logistic Management or equivalent qualification Three to Five (3-5) year Demand and Acquisition/Logistics Management experience of which two (2) should be on supervisory level Knowledge and understanding of Public Finance Management Act (PFMA), Supply Chain Management (SCM) to guide Accounting Offices and related legislation Knowledge of the Preferential Procurement Policy Framework Act (PPPF), treasury Regulations Supply Chain Framework Act and Broad-Based Black Empowerment Act (BBEE) Knowledge and understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills Good knowledge of one or more accounting software packages Leadership and management skills; Good communication and interpersonal skills Good administration skills Valid and unendorsed Code EB Drivers Licence Experience in the Public Sector will be an advantage.
- DUTIES** : Coordinate (synergies), review, research, analyses and plan the procurement needs of the College Coordinate review, collect and collate information for the annual procurement plan Supervise and compile tender/quotation specifications as required Develop, implement and maintain the supplier database Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration Coordinate and review the processing of requisitions for goods and services Coordinate the safekeeping and distribution of goods Coordinate the control of stock Coordinate the disposal of stock inventory Control and safe guarding of all supply chain documentation.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 250 8408/Mr. E Mahlasela Tel No: 031250 8232/Ms. S Ndwandwe Tel No: 0312508402
- POST 22/55** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: CO 01/06/2022 (X1 POST)**
Permanent
- SALARY** : R382 245 per annum (Level 09)

- CENTRE** : Thekwini TVET College (Central Office)
- REQUIREMENTS** :
 : Matric certificate or equivalent Recognized and relevant tertiary qualification (REQV13) in Labour Relations / Labour Law / Human Resource Management
 : Seven years' functional work experience in Labour Relations/Human Resource Management or related field coordinating discipline and grievance process, of which three years should be at managerial (supervisory) level Traceable experience and sound knowledge of labour relations statutes including but not limited to:- BCEA, LRA, EEA, Employment of Educators Act, SDA, PSA, PSR, POPI Act, ELRC and PSCBC resolutions Good computer skills (including Excel, Word, PowerPoint and Outlook) Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills Good administration, presentation and reporting skills Leadership and management skills Ability to maintain a high level of confidentiality at all times Valid and unendorsed Code EB Drivers' Licence Experience in the public sector Experience in the TVET sector will be an advantage.
- DUTIES** :
 : Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the College. Develop and implement Labour Relations policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timeously. Perform HR duties and any other HR related tasks as directed by the Supervisor.
- ENQUIRIES** :
 : Ms. Vuyiswa Madonda Tel No: 031 250 8408/Mr. E Mahlasela Tel No: 031250 8232/Ms. S Ndwandwe Tel No: 031 250 8402

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 04 July 2022

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

MANAGEMENT ECHELON

POST 22/56 : **CHIEF DIRECTOR: ICT SOLUTION DELIVERY REF NO: 22/126/ISM**

SALARY : R1 269 951 – R1 518 396 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at senior managerial level in ICT environment; Knowledge of ICT Solutions implementation and maintenance, Business Analysis and Design, Project Management Methodologies (e.g. PMBOK, PRINCE 2), SDLC methodologies (Agile and Waterfall), Software Testing and Quality Assurance, Audit Management, ICT Governance, Strategic Planning, Policy Development, Risk Management, Public Service Regulations, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People management and Empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the Analysis and Design of ICT solutions; Manage the Testing and Quality Assurance of ICT solutions; Manage the maintenance and support of business application systems and the provision of Management Information (MI) Business Intelligence (BI) Reports; Manage ICT Programme and Projects (Business Applications and Infrastructure Solutions); Provide effective financial and people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.

POST 22/57 : **DIRECTOR: ICT TESTING AND QUALITY ASSURANCE REF NO: 22/129/ISM**

SALARY : R1 073 187 – R1 264 176 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/ senior management level of which 3 years must be in Testing/Quality Assurance; Knowledge and understanding of ICT Software Testing and Quality Assurance; Knowledge of Software Development Lifecycle (SDLC) methodologies (Agile and Waterfall Methodologies), ICT Strategic Planning, Policy Development; Strategy and Planning, Policy Development, Public Service Regulations, Public Finance Management Act and Treasury Regulations; Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the testing and quality assurance of ICT Business Applications; Manage the testing and quality assurance of ICT Infrastructure Solutions; Manage the implementation of testing and quality assurance lifecycle (analysis, design, execution); Manage internal system testing and quality assurance; Manage system and solutions integration testing and quality assurance; Manage user acceptance testing and quality assurance; Manage technical performance testing; Manage and maintain the quality assurance environments and testing tools/software; Manage service level agreement of service providers; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : Preference will be given to women and people with disability.

POST 22/58 : **DIRECTOR: ICT BUSINESS ANALYSIS DESIGN REF NO: 22/128/ISM**

SALARY : R1 073 187 – R1 264 176 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at a middle/senior managerial level in ICT of which 3 years must be in Business Analysis and Design; Knowledge and understanding of ICT Business Analysis, Software Development Lifecycle (SDLC) methodologies (Agile and Waterfall Methodologies), ICT Strategic Planning, Policy Development, Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.

DUTIES : Key Performance Areas: Manage the analysis and design for ICT Business Applications in line with Software Development Life Cycle (SDLC) methodologies (agile and waterfall); Manage the analysis and design of ICT Infrastructure Solutions; Manage the conducting of business model analysis; Manage the development of process definitions and designs; Manage the development of technical and functional requirements specifications; Provide effective financial and people management.

ENQUIRIES : Mr J Maluleke Tel No: (012) 315 1090

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

POST 22/59 : **DIRECTOR: ICT PROGRAMME AND SUPPORT REF NO: 22/127/ISM**

SALARY : R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at a senior/ middle managerial level in ICT of which 3 years must be in Project Management; Knowledge and understanding of Project Management methodologies (e.g. PMBOK, Prince2); Software Development Lifecycle (SDLC) methodologies (Agile and Waterfall Methodologies), ICT Strategic Planning, Policy Development; Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Government financial processes and systems; Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Quality assurance, people management and empowerment; Client orientation and customer focus; Communication; and Honesty and Integrity.

DUTIES : Key Performance Areas: Manage the overall planning, execution, monitoring, controlling and closing of ICT Business Application programs and projects; Manage the overall planning, execution, monitoring, controlling and closing of ICT Infrastructure programs and projects; Manage administrative support for the implementation of ICT programs and projects; Manage Service Level Agreements of service providers; Provide effective financial and people management.

ENQUIRIES : Mr. J Maluleke Tel No: (012) 315 1090

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

OTHER POSTS

POST 22/60 : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: 22/64/FS**

SALARY : R480 927 – R1 157 940 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Bloemfontein

REQUIREMENTS : LLB degree or 4-year recognized legal qualification; minimum of eight (8) years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license; Knowledge on the implementation of legislation affecting vulnerable groups; Skills and Competencies: Computer literacy (Power-point presentations and use Excel); Communication skills (both verbal and written); Leadership skills; Presentations, public education and training; Good interpersonal and intercultural relations Problem solving skills; Report writing and drafting skills. Ability to analyze statistics; Time management skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Manage State losses within the Department i.e. deal with disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Manage special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Conduct outreach events and trainings on various pieces of legislation; Ensure that the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice are met; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800

APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

- POST 22/61** : **LEGAL ADMINISTRATION OFFICER: (MR5): PAIA REF NO: 22/122/AIRM**
- SALARY** : R378 990 – R926 193 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Experience in the field of Constitutional Law and Human Rights Law; Knowledge of South African legal system, legal practices and related spheres with specific reference to civil litigation; Knowledge of the Constitution of the Republic of South Africa; Public Finance Management Act (PFMA), 1999 and the Treasury Regulations, Departmental Financial Instructions and policies. Skills and Competencies: Computer literacy (MS Powerpoint MS Excel); Communication skills (verbal and written); Dispute resolution; Case flow management; Advocacy; Ability to work as a team; Presentation skills; Problem solving skills; Report writing and drafting skills; Legal research and drafting.
- DUTIES** : Key Performance Areas: Manage the processing of PAIA' applications for access to information; Conduct awareness sessions to Departmental officials and members of the public on PAIA, POPIA and other Human Rights legislation; Respond to telephonic and email enquiries from members of the public and other institutions on PAIA and POPIA and other Human Rights legislation; Develop and implement mechanisms for effective implementation of PAIA, POPIA and other Human Rights legislation by the Department; Conduct research and compile reports on developments relating to PAIA, POPIA and other Human Rights legislation; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms D Modibane Tel No: (012) 315 1668
- : 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.
- POST 22/62** : **ADMINISTRATIVE OFFICER REF NO: 28/22/NC/FA/UPT**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate: Upington
- : A Bachelor's degree in Business Administration or National Diploma /NQF level 6 or related; A minimum of 3 years working experience in Administration of which at least 1 year supervisory/team leader; Knowledge of the Medium Term Expenditure Framework, and Basic Accounting System will be an advantage; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills; Work independently.
- DUTIES** : Key Performance Areas: Execute administrative functions and provide effective management within the office/service point; Provide supply chain management and human resources services of administrative component of the Family Advocate office at the service point; Render advice/assistance on a wide spectrum of matters within occupational class context; Compile and submit monthly statistics and expenditure in respect of an office; Manage and control allocated government vehicles and safeguard departmental asset; Manage and oversee the procurement processes in the Unit.
- ENQUIRIES APPLICATIONS** : Ms C. Van Wyk Tel No: (053) 838 4563
- : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 22/63** : **ADMINISTRATIVE OFFICER (X3 POSTS)**
- : (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate Court, Ngwelezane Ref No: 22/66/KZN
Magistrate Court, Ntuzuma Ref No: 22/67/KZN
Magistrate's Office: Reitz Ref No: 22/68/FS
- REQUIREMENTS** : 3 year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Perform any other duties necessary to ensure smooth office running.
- ENQUIRIES** : (KwaZulu-Natal) Ms M.P. Khoza Tel No: (031) 372 3000
(Free State) Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : **KwaZulu-Natal:** Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
Free State: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- NOTE** : Separate application must be quoting the relevant reference number
- POST 22/64** : **COURT INTERMEDIARY REF NO: 22/67/FS**
Re-advertisement; candidates who previously applied are encouraged to re-apply
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Welkom
- REQUIREMENTS** : Three-year Bachelor's Degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, Child Care and Youth Development, Pediatrics, Psychiatry, Clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; (please check submission of relevant motivation); Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act, (Act No 116 of 1998); A Valid driver's licence. Skills and Competencies: Good communication and empathetic listening skills (with children and persons with mental disabilities and traumatized witnesses); Customer focus and responsiveness; Sound interpersonal relations; Problem solving and decision-making skills; Computer literacy (Ms word, PowerPoint, Outlook, Excel); Ability to work under pressure.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized children language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES** : Ms. NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein, 9301.

- POST 22/65** : **SENIOR COURT INTERPRETER REF NO: 22/68/KZN**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Ladysmith
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs the Public Service; A valid drivers' license. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial, Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 22/66** : **SENIOR COURT INTERPRETER REF NO: 22/65/FS**
Re-advertisement; candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Koffiefontein (Stationed at Heilbron)
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid driver's license. Skills and Competences: Excellent communication, Listening, Inter-personal relations Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency Heilbron: Afrikaans, IsiZulu, Sesotho, English. (Setswana and IsiXhosa will be an added advantage).
- DUTIES** : Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 22/67** : **CHIEF ADMINISTRATION CLERK (X2 POSTS)**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Magistrate Court, Pietermaritzburg Ref No: 22/69/KZN
Magistrate Court, Port Shepstone Ref No: 22/70/KZN
- REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to details.

- DUTIES** : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- NOTE** : Separate application must be quoting the relevant reference number
- POST 22/68** : **SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) (X2 POSTS)**
- SALARY** : R261 456 – R589 896 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, Cape Town Ref No: 73/2022/FA/WC (X1 Post)
Office of the Family Advocate Mitchells Plain Ref No: 74/2022/FA/WC (X1 Post)
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent qualification; Appropriate three years' experience in Social Work after registration as Social Worker with the SACSSP; Current Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; A valid driver's license; Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail; Report writing.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as 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 APPLICATIONS** : Advocate N Britz Tel No: (021) 426 1216
: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms J Kunz

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 04 July 2022
- 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 and to provide proof of such evaluation. Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. Applicants should only apply for one chosen cluster (CPP). Should an applicant apply for more than one cluster he/she 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 in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Although the Aspirant Programme is in line with the NPA's/governments policy to advance youth employment, the NPA reserves the right to admit persons from previously disadvantaged backgrounds to the Programme. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

OTHER POST

- POST 22/69** : **ASPIRANT PROSECUTOR TRAINING**
National Prosecutions Service
- SALARY CENTRE** : R201 387 – R233 712 per annum (LP-1 to LP-2)
: CPP: Port Elizabeth - APT202201
: CPP: East London - APT202202
: CPP: Queenstown - APT202203
: CPP: Butterworth - APT202204
: CPP: Mthatha - APT202205
: CPP: Bloemfontein - APT202206
: CPP: Welkom - APT202207
: CPP: Vaal Rand - APT202208
: CPP: Pretoria - APT202209
: CPP: Johannesburg - APT202210

CPP: West Rand - APT202211
 CPP: East Rand - APT202212
 CPP: Durban - APT202213
 CPP: Empangeni - APT202214
 CPP: Pietermaritzburg - APT202215
 CPP: Ladysmith - APT202216
 CPP: Ntuzuma - APT202217
 CPP: Thohoyandou - APT202218
 CPP: Polokwane - APT202219
 CPP: Modimolle - APT202220
 CPP: Middelburg - APT202221
 CPP: Nelspruit - APT202222
 CPP: Witbank - APT202223
 CPP: Mmabatho – APT202224
 CPP: Klerksdorp - APT202225
 CPP: Odi - APT202226
 CPP: Kimberley - APT202227
 CPP: Uptington: APT202228
 CPP: George - APT202229
 CPP: Cape Town - APT202230
 CPP: Wynberg - APT202231
 CPP: Bellville - APT202232
 CPP: Mitchells Plain - APT202233

REQUIREMENTS

: Applicants who are in possession of a South African LLB degree or equivalent foreign qualification which was certified as such by SAQA, which includes at least the following courses: Law of Evidence, Civil Procedure, Criminal Law, Criminal Procedure and Interpretation of Statutes are invited to submit their applications to attend the above-mentioned prosecutorial training. Or final year LLB students with the courses listed above provided they would 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 months programme which shall include a formal assessment at the end to determine overall competency to be appointed as a Prosecutor in South African Courts. On successful completion of the programme, the Aspirant Prosecutors may be appointed as entry level Prosecutors in the District Courts responsible for:- conducting prosecutions and attending to all matters incidental thereto; act as the gatekeeper of criminal law; represent public interest in the criminal justice process. 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. It is anticipated that the programme will commence on 01 February 2023.

ENQUIRIES

:

CPP: Port Elizabeth Andiswa Qamba Tel No: 012 845 1450

CPP: East London Talita Raga Tel No: 040 608 6812

CPP: Komani Nomfuneko Ntapane Tel No: 046 602 3046

CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: 047 501 2607

CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001

CPP: Vaal Rand Godfrey Ramakuela Tel No: 012 351 6808

CPP: Pretoria Tumisang Basiretsi Tel No: 012 351 6821

CPP: Johannesburg Noria Malahlela 011 220 4274

CPP: West Rand & CPP: East Rand Khensani Manganye Tel No: 011 220 4266

CPP: Durban Phiyayinkosi Nhlengethwa Tel No: 031 334 5003

CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274/ Mzwandile Vilakazi 031 334 5021

CPP: Ntuzuma Siyanda Salman Tel No: 031 334 5272

CPP: Pietermaritzburg & CPP: Ladysmith Thabisile Radebe Tel No: 033 392 8753

CPP: Thohoyandou; CPP: Polokwane & CPP: Modimolle Thuba Thubakgale Tel No: 015 045 0285

APPLICATIONS

CPP: Middelburg, CPP: Nelspruit & CPP: Witbank Tebogo Mashile Tel No: 013 045 0686
CPP: Mmabatho; CPP: Klerksdorp & CPP: Odi Flora Kalakgosi Tel No: 018 381 9041
CPP: Kimberley & CPP: Upington Nicholas Mogongwa Tel No: 053 807 4539
CPP: George; CPP: Cape Town; CPP: Wynberg; CPP: Bellville & CPP: Mitchells Plain Francois Brandt Tel No: 021 487 7144
CPP: Port Elizabeth e mail APT202201@npa.gov.za
CPP: East London e mail APT202202@npa.gov.za
CPP: Queenstown e mail APT202203@npa.gov.za
CPP: Butterworth e mail APT202204@npa.gov.za
CPP: Mthatha e mail APT202205@npa.gov.za
CPP: Bloemfontein e mail APT202206@npa.gov.za
CPP: Welkom e mail APT202207@npa.gov.za
CPP: Vaal Rand e mail APT202208@npa.gov.za
CPP: Pretoria e mail APT202209@npa.gov.za
CPP: Johannesburg e mail APT202210@npa.gov.za
CPP: West Rand e mail APT202211@npa.gov.za
CPP: East Rand e mail APT202212@npa.gov.za
CPP: Durban e mail APT202213@npa.gov.za
CPP: Empangeni e mail APT202214@npa.gov.za
CPP: Pietermaritzburg e mail APT202215@npa.gov.za
CPP: Ladysmith e mail APT202216@npa.gov.za
CPP: Ntuzuma e mail APT202217@npa.gov.za
CPP: Thohoyandou e mail APT202218@npa.gov.za
CPP: Polokwane e mail APT202219@npa.gov.za
CPP: Modimolle e mail APT202220@npa.gov.za
CPP: Middelburg e mail APT202221@npa.gov.za
CPP: Nelspruit e mail APT202222@npa.gov.za
CPP: Witbank e mail APT202223@npa.gov.za
CPP: Mmabatho e mail APT202224@npa.gov.za
CPP: Klerksdorp e mail APT202225@npa.gov.za
CPP: Odi e mail APT202226@npa.gov.za
CPP: Kimberley e mail APT202227@npa.gov.za
CPP: Upington: e mail APT202228@npa.gov.za
CPP: George e mail APT202229@npa.gov.za
CPP: Cape Town e mail APT202230@npa.gov.za
CPP: Wynberg e mail APT202231@npa.gov.za
CPP: Bellville e mail APT202232@npa.gov.za
CPP: Mitchells Plain e mail APT202233@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



<u>APPLICATIONS</u>	:	Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or E-mail at Recruitment.MMSSMS@thensg.gov.za
<u>FOR ATTENTION</u>	:	Kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017
<u>CLOSING DATE</u>	:	15 July 2022
<u>NOTE</u>	:	Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. 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 a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for the SMS post(s). Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.

MANAGEMENT ECHELON

<u>POST 22/70</u>	:	<u>DIRECTOR: DIGITAL TRANSFORMATION PROJECT MANAGER REF NO: NSG: 08/2022</u> (Twelve Months Contract)
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (an inclusive remuneration package commencing)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) as recognized by SAQA in Computer Science/ Information System/ Business Analytics/ Data Science and Artificial Intelligence or related Digital/ Technology discipline. A post graduate degree (NQF level 8) or Masters degree would be an added advantage. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience: 5-10 years' experience as a Digital Transformation lead (middle or senior management) Knowledge: Proven track record of successfully creating and implementing digital transformation projects, preferably in an Education, Training and Development (ETD) environment. Extensive knowledge in designing digital products and services that solve both conventional and complex business solutions. Deep expertise and knowledge in delivering digital technologies. Knowledge of the evolving digital world on both the demand side (using technology) and the supply side (emerging technologies). Proven functional and technical proficiency across business and product digitization, big data analytics, and product development. Expertise in developing digitally focused business solutions, including

knowledge of digital payments, and their translation into operations and IT. Competencies/skills: Highly effective digital and information technology skills. Ability to effectively lead people, process and technology change in a dynamic and complex operating environment. Excellent oral and written communication skills, including the ability to explain digital concepts and technologies to business leaders, as well as business concepts to technologists. Technical aptitude for digital transformation, including various programming languages, website management and enterprise integration. Personal Attributes: Good interpersonal skills. Passion for forward thinking digital transformation. Ability to work in a team. Agility, creativity and innovation.

DUTIES

: The successful candidate will be responsible for leading, strategising and implementing the digital transformation roadmap and modernization of smart and sustainable systems for the National School of Government. Undertake effective resource planning, reporting, and co-ordination of digital transformation projects/ initiatives to deliver change in line with the NSG's business requirements. Design, develop and rollout new fit-for-purpose digital solutions that support the NSG business model, including successful migration to SharePoint and Office 365 platforms. Develop automation solutions for manual systems to improve efficiency and ability to operate within the different business units. Review existing internal business processes and identify areas for digital improvement. Identify and implement digital-centric services and products, including in-house capabilities that are aligned to data analytics capabilities. Define the capabilities underpinning a seamless user experience across digital and non-digital channels, identify the various interaction points of users and undertake end-to-end. Mapping of the possible routes of users from different segments. Undertake digital research into the evolving future of ETD and develop insights into customer trends and disruptive technology. Develop new competency among NSG staff on data integration, data analysis and data visualization. Implement a Common Data Stack for analytics and intelligence that are premised on a well-defined business intelligence strategy, emphasising reflective and predictive analytics. Redefine business processes that place emphasis on automation and digitisation of processes, whilst also bringing about operational efficiency. Reconfigure the capabilities and delivery platform of the NSG by supporting and advising on internal digital leadership, appropriate organisational structure and technology architecture.

ENQUIRIES

: Letty Raseroka Tel No: (012) 441 6626

OFFICE OF THE CHIEF JUSTICE

- 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. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- CLOSING DATE** : 04 July 2022
- 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; 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. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

MANAGEMENT ECHELON

- POST 22/71** : **CHIEF FINANCIAL OFFICER REF NO: 2022/96/OCJ**
- SALARY** : R1 269 951 - R1 518 396 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.
- CENTRE** : National Office: Midrand

<u>REQUIREMENTS</u>	:	<p>Matric certificate and a three-year Degree in Financial Management or an equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of six (6) years' experience in financial accounting, management accounting/budgeting, supply chain management and asset management of which five (5) years must have been at a Senior Management Level. A valid driving license. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA) and Generally Recognised Accounting Practice (GRAP) including proven experience in its application. A track record in preparation and management of strategic plans, business plans, budgets and financial reports. Ability to implement internal systems and controls to ensure sound Financial Management as well as the management of resources. Understanding of financial management value chain and its impact on demand management. Knowledge and understanding of the public sector financial management and OCJ's support requirements to the Judiciary as an arm of State. Excellent knowledge and understanding of Transactional and Development Finance, Asset and Liability management as well as Audit and Risk Governance Management. Proven skills in Financial Accounting, Management Accounting and Supply Chain Management within a government institution. Knowledge of government policies and legislation relevant to the post of CFO. Skills and Competencies: Strategic capability and leadership. Financial management (GAAP, GRAP, auditing practices and business planning). Programme and project management. People Management and empowerment. Change management. Service Delivery Innovation. Excellent communication skills (written and verbal) appropriate to operational and executive levels. Excellent planning and organisational skills. Analysis, problem solving and judgment. Decision Making. Managing Complexity. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management. Flexibility and ability to work under pressure. Ability to provide leadership to a team of specialised administrators. Innovative and self-driven professional. Excellent interpersonal skills and team player.</p>
<u>DUTIES</u>	:	<p>Provide strategic leadership and guidance on financial matters relating to the Judiciary and the OCJ. Ensure strategic financial management for the Judiciary and in the OCJ; i.e. Revenue, Expenditure, Assets Management, Liability and Supply Chain Management. Oversee the development of financial models that facilitate the selection of optimised funding options for the institution. Develop and maintain the OCJ's Financial Strategy, Policies, Standards and Procedures. Coordinate Departmental budget processes. Ensure the implementation of Management Accounting processes within the OCJ through the planning, co-ordination, and management of the budget and Medium Term Expenditure Framework budget processes. Management and monitoring of revenue and expenditure and reporting in line with Public Finance Management Act, (PFMA). Ensure compliance with relevant government legislation, regulations, policies, and provisions of the PFMA. Provide timely, accurate and relevant reports to all stakeholders. Be accountable for the OCJ's revenue and banking management. Ensure the rendering of financial accounting services through the monitoring of monthly accounting services and oversee the development and submission of interim and annual financial statements. Management of OCJ's financial systems and administration of salary related matters inclusive of Compensation of Employees. Liaison with key stakeholders such as the National Treasury, Auditor-General of South Africa as well as risk management and audit institutions. Advise the Accounting Officer pertaining to matters that have strategic, financial and revenue implications. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Direct the overall operations and staff of the within the financial management Chief Directorate.</p>
<u>ENQUIRIES</u>	:	<p>Technical and HR related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528</p>
<u>POST 22/72</u>	:	<p><u>CHIEF DIRECTOR: JUDICIAL EDUCATION SUPPORT REF NO: 2022/97/OCJ</u></p>
<u>SALARY</u>	:	<p>R1 269 951 - R1 518 396 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.</p>
<u>CENTRE</u>	:	<p>National Office: Midrand (South African Judicial Education Institute)</p>

<u>REQUIREMENTS</u>	:	Matric certificate and a Post graduate degree in Law, Management or Education at NQF level 7 as recognized by SAQA. A minimum of five (5) years' senior management working experience. Experience in management, legal practice or academia. Experience in the training environment. A valid driver's licence. Knowledge of SAJEI Act and other relevant legislation. Knowledge of online training platforms. Knowledge of the work of Judicial officers. Knowledge of research methodologies. Ability to liaise with local and international stakeholders. Good understanding of departmental prescripts and frameworks (e.g. departmental codes). Understanding of legislation governing Court procedures, processes and policies. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem Solving and Analysis. People management and Empowerment. Excellent skills in report writing. Advanced Computer Literacy (Excel, Word and PowerPoint). Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills.
<u>DUTIES</u>	:	To facilitate the development and implementation of Judicial Annual Training schedules. Lead the implementation of Judicial Annual SAJEI Research Agenda. Manage financial, human and risk management functions. Ensure timeous submission of SAJEI performance information reports. Facilitate the development and implementation of the SAJEI annual performance and operational plans.
<u>ENQUIRIES</u>	:	Technical and HR related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
<u>POST 22/73</u>	:	<u>CHIEF DIRECTOR: COURT AND CASE FLOW MANAGEMENT (SUPERIOR COURTS) REF NO: 2022/98/OCJ</u>
<u>SALARY</u>	:	R1 269 951 - R1 518 396.per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and an LLB degree or equivalent qualification at NQF level 7 as recognized by SAQA. An additional qualification in Business/Public Administration will be an added advantage. A minimum of five (5) years' experience at senior management level (management of core business operations and corporate services of an organisation). Experience in the management of the South African justice system (knowledge of the judicial functions of the courts will be an added advantage). Advanced knowledge and experience in stakeholder management practices. Proven ability to draft and quality control highly complex legal/policy and briefing documents. Experience in policy development and legal research. Knowledge of the Public Finance Management Act, 1999 and the Public Service governance frameworks. Advanced application of MS Office. Ability and willingness to travel and work long hours. Valid driving license. Skills and Competencies: Strategic leadership capability. Change management. Performance management. Programme and Project Management. Knowledge Management and Communication. Service Delivery Innovation. Problem solving and analytical thinking. People development and empowerment. Client Orientation and Customer Focus. Excellent communication skills both verbal and writing. Financial management. Self-driven, creative and display of initiative. Ability to meet strict deadlines and to work under pressure. A keen sense for attention to detail. Organisational ability and analytical acumen.
<u>DUTIES</u>	:	Provide strategic and operational leadership to the administrative functioning of the Superior Courts. Manage the effective implementation of the Superior Courts Act, 2013, in respect of court services, including support to the Judges President/Heads of Court to execute their legal mandate. Manage the provision of administrative support services for the Superior Courts. Oversee the delivery of support functions provided by the OCJ Provincial Service Centres including the supervision of Directors of Court Operations. Manage the provision of case flow management services for the Superior Courts. Develop, implement and maintain framework and systems to monitor the performance of the Superior Courts. Provide advice and manage the shared services due to the transfer of Superior Courts functions from the Department of Justice & Constitutional Development to the Office of the Chief Justice. Manage the development of court modernisation initiatives aimed at enhancing efficiency in the Superior Courts. Enhance administration and the information management capabilities

for the entire court system. Manage and direct the development and implementation of administrative norms, standards, policies and strategies. Provide effective planning, financial-, administrative-, human and physical resources management. Facilitate the development, implementation and review of judicial norms and standards for all courts. Provide technical support to facilitate the implementation of interventions/measures to improve the efficiency of the courts.

ENQUIRIES : Technical and HR Related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528

POST 22/74 : **DIRECTOR: CASE MANAGEMENT REF NO: 2022/99/OCJ**

SALARY : R1 073 187 - R1 264 176.per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Matric certificate and an undergraduate qualification in Law, Administration or an equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years' experience at middle/senior management level. A valid driver's licence. Legal experience or experience in a court environment will be an added advantage. Knowledge of court processes and legal documentations. Knowledge of all relevant government prescripts, including Treasury regulations and instructions. Skills and Competencies: Strategic capabilities and leadership. Performance management. Project management. People management and empowerment. Change management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and analysis. Client Orientation and Customer Focus. Computer Literacy. Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills. Excellent communication skills. Ability to work under pressure.

DUTIES : Manage the development of policy, interventions and programmes to support the case flow management system. Facilitate the provision of frameworks, guidelines and policies to enhance Judicial Case Flow Management. Manage the collection of Case Flow Management information and statistics. Develop, manage, and maintain Case Flow Management tools/systems. Provide support to the case flow management forums/structures facilitated by the Lower Court Judiciary. Develop an integrated Case Flow Management National Database. Coordination of Library Services and facilitate the development of library management systems. Manage the Law Reporting Project. Manage utilization of resources in the Directorate.

ENQUIRIES : Technical and Hr related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528

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 reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 04 July 2022
- 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 attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POST

- POST 22/75** : **ASSISTANT DIRECTOR: ICT STAKEHOLDER MANAGEMENT REF NO: DPSA 21/2022**
- SALARY** : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3-year Diploma or Degree in Communications, Public Relations, Project Management or relevant qualification at NQF Level 6 coupled with relevant experience in stakeholder relations management, research capabilities, writing skills and analytical skills. 3 years' experience working with stakeholders and sponsors within the ICT environment preferably in the public sector. 5 years' experience in Events and /or Project Management. Proven organizational and project management skills. Experience in writing briefs and basic communication material such as newsletters, above average computer literacy, Ability to interact with stakeholders at different levels. Good communication skills including written and spoken English. A valid driver's license.
- DUTIES** : Support the Directorate by ensuring effective participation of stakeholders in the implementation of ICT projects in Government. Ensure structured and programme oriented partnership with stakeholders by maintaining sound relations with the ICT industry. Manage and coordinate stakeholder engagements, forums, events, learning networks and conferences. Administer and update the stakeholder contact database. Prepare stakeholder engagement and project reports. Organize funding and sponsorship for stakeholder events. Work with the Government Information Technology Officers Council (GITOC) on issues pertaining to stakeholder management. Coordinate visits of advocacy groups, researchers, donors, partners etc. Conduct research in preparation for stakeholder engagements, prepare briefing notes and contribution to publications.

ENQUIRIES

: Ms A Swalivha Tel No: (012) 336-1369

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 01 July 2022 at 16H00

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

OTHER POSTS

POST 22/76 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT (RING-FENCED FOR WOMEN) REF NO: 2022/209**

SALARY : R882 042 per annum, (all inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management, Town and Regional Planning, Asset Management, Financial Management and Economics with extensive working experience in the built environment. Valid driver's license. Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements. Knowledge of Public Finance Management Act, Financial Administration, Procurement Directives and

Procedures, programme and Project Planning, Market Research, Property Economics and Reporting procedures. Effective communication skills, advanced report writing skills, computer literacy, planning and organizing, numeracy, diplomacy skills, interpersonal skills, policy analysis and development skills, problem solving and presentation skills. Personal Attributes: Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate on all levels, analytical thinking, conflict resolution, research and facilitation.

DUTIES : Evaluate the cost of service delivery on a property specific basis. Track and measure the cost of service delivery on a property specific basis. Compare the performance of assets against clearly defined benchmarks. Assist with determining of relevant benchmarks. Identify areas of underperformance and initiate actions to address problems. Evaluate the effectiveness of immovable assets in support of service delivery in terms of: Physical condition, functionality, utilization, financial performance, relevant industry property performance indices. Develop asset plans in conjunction with PPM, UDM and client Departments. Interpret property specific information and prepare an asset plan for each property addressing all stages of the asset life-cycle i.e planning, acquisition, maintenance and disposal. Offer and elicit advice/assistance from other organs of state in the search for best practices in the property Environment. Updating of Asset Register, Vesting of State Land, Revenue Generation, Information Systems, and Business Processes. Understand the legal mandate of the Department. Ability to oversee, monitor and manage all projects related matters within a Real Estate Environment with specific emphasis on OBB, Land reform projects Cross cutting/multi-disciplinary environment Transversal issues. Client Forum meetings, Manage the office of the Director. Strategic guidance to operational plans & annual action plans. Give effect to the service delivery mandate of the department in the REMS environment. RBEC meetings/War room meeting. Liaise with Head Office on key performance areas, Give effect to business process within the leasing environment Develop Asset plans in conjunction with PPM, KAM and the Client Departments. Offer and elicit advice/assistance from other organs of state in the search for best practices in the Property Environment.

ENQUIRIES APPLICATIONS : Ms. R Jacobs Tel No: (041) 408 2302
 : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913.North End ,Port Elizabeth 6056.

FOR ATTENTION : Ms. S. Mafanya

POST 22/77 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2022/210**

SALARY : R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Kimberley Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Public Administration/ Real Estate Management or equivalent qualification in the relevant field. Appropriate management experience as an Assistant Director. Experience in client liaison / key account management will be an added advantage. A valid Driver's license. Knowledge of the Works Control System (WCS), SAGE & Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, technical knowledge of the built environment, project management, construction regulations, occupational health and safety, financial administration processes and systems, maintenance of databases, procurement processes and systems. Advanced numeracy skills, organizing, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem; solving approach, communication, advanced computer literacy. Innovative, creative, trustworthy, hardworking, self-motivated, ability to work under pressure, analytical thinking, facilitation, research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Develop, review and maintain user demand management policies and procedures. Undertake research on current best practices in relation to property management; project management; facilities management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders.

Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments. Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments. Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the Sub-directorate. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management. Plan and allocate work.

- ENQUIRIES** :
- APPLICATIONS** :
- FOR ATTENTION** :
- POST 22/78** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :

Ms. R Baulackey Tel No: (053) 838 5202
 Kimberley Regional Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
 Ms N Hlongwane

DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2022/211

R744 255 per annum, (all inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

Port Elizabeth Regional Office

A three year tertiary qualification (NQF Level 6) in Human Resources Management, Management Sciences/Social Sciences. Extensive experience in the Human Resources Management /Social Sciences. Extensive experience in the Human Resources Management environment. Knowledge: PERSAL. The Public Service Act. Public Service Regulations. Financial manual. Treasury Regulations and prescripts from the Department of Public Service and Administration. Skills: Management. Analytical thinking. Language proficiency. Report Writing. Numeracy. Research. Organizing and planning. Computer literacy. Advanced interpersonal and diplomacy. Decision making. Project management. 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.

Effective and efficient implementation of recruitment processes in the Regional. Ensure proper recruitment and placement of staff. Ensure compliance to the recruitment policy. Implement job evaluation results. Develop a comprehensive employment equity plan for the Region. Oversee proper administration of Regional establishments on PERSAL. Effective management of conditions of services. Approve PERSAL transactions. Improve the overall leave circular by setting out procedures in the Region. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Ensure proper records management. Effective and efficient development of personnel in the Region-market external/internal bursaries. Ensure recognition of prior learning. Implement learnerships, internships, and ABET. Build relationships with stakeholders. Monitor and evaluate the Performance Management and Development System. Ensure proper bursary payments. Implement findings and results of skills audit. Implement PMDS audit findings before the next appraisals. Conduct skills audit on all Regional staff. Conduct orientation and induction in the Region. Compile training reports for the Region. Effective management of sound Labour relations and matters of mutual interest. Ensure the facilitation of disciplinary processes. Advise line managers and staff on Labour Relations matters. Improve quality of consultancy between

human resources and management on an ongoing basis. Implement the disciplinary and grievance management policy. Ensure finalization of cases within regulated timeframes.

ENQUIRIES : Mr JG Van Der Walt Tel No: (041) 408 2003

APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913.North End ,Port Elizabeth 6056

FOR ATTENTION : Ms. S. Mafanya

POST 22/79 : **DEPUTY DIRECTOR: FINANCIAL REPORTING (X2 POSTS)**
(12 Months Contract)

SALARY : R744 255 per annum, (all inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Kimberly Ref No: 2022/ 212A (X1 Post)
Durban Ref No: 2022/212B (X1 Post)

REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Financial Accounting or equivalent qualification plus extensive relevant finance experience with appropriate GRAP or accrual accounting practical experience performed. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. 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. Strong negotiation skills.

DUTIES : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Kimberly: Mr. L Botshobana Tel No: (053) 838 5272
Durban: Ms. T Ngubane Tel No: (031) 314 7063

APPLICATIONS : **Kimberly Regional Office:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For attention: Ms NJL Hlongwane
Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/80 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID**
REF NO: 2022/213

SALARY : R477 090 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level) in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will

be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's licence and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES

: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: SAPS & IPID. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the SAPS & IPID client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of SAPS & IPID. Liaise with Project Managers and Property Managers on SAPS & IPID Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.

ENQUIRIES
APPLICATIONS

: Mr. B Masemola Tel No: (012) 406 1074
: Head Office Applications: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermuleun) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION

: Ms N.P Mudau

POST 22/81

: **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2022/214**

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum
: Bloemfontein Regional Office
: A three year tertiary qualification (NQF Level 6) in Human Resources Management, Human Resources Development, Public Management or an equivalent qualification in Behavioural or Social Science. Extensive Human

<u>DUTIES</u>	:	Resource Development and Training experience. Thorough knowledge and understanding of SDA, OHS Act, BCEA, PFMA, LRA, PSA, etc. Conflict and mediation management skills, Good communication, presentation and facilitation skills, Computer literacy. A valid driver's license.
	:	Advise and consult with Line Managers on Training and Development, Bursary as well as Performance Management and Development matters. Pro-actively manage departmental training interventions. Maintain an updated bursary, performance management as well as training and development databases. Facilitate the implementation of the Performance Management Development System in the region. Implement and maintain all HR development programmes, policies and interventions for the region. Draft accurate annual, monthly and quarterly reports on training and development to Head Office and related stakeholders. Drafting and timeous submission of the Regional Workplace Skills Plan (WSP). Lead sub-projects on organizational development interventions in the Region. Provide reports to Management and Head Office on bursary administration, training and development and Performance Management Development System compliance. Establish a functional Training and Development Committee in the Region. Represent the Regional Office at the National Training Committee (NTC). Manage the training and development budget of the region. Perform supervisory functions. Ensure compliance with relevant legislations and acts to avoid qualified audits. Identify potential operational risks and facilitate the mitigation thereof.
<u>ENQUIRIES</u>		Mr. D Manus Tel No: (051) 408 7397
<u>APPLICATIONS</u>	:	Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Mr. D Manus
<u>POST 22/82</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES RECRUITMENT REF NO: 2022/215 (X2 POSTS)</u> (Twelve Months Contract)
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Human Resource Management, Behavioural Science, Social Science or Management Sciences. Appropriate working experience in Human Resource Recruitment Knowledge: Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management Act. Conflict management. Project management. SKILLS: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organisational skills. Computer utilisation. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Punctuality. Assertive. Hard-working. Self-motivated. Ability to work independent.
<u>DUTIES</u>	:	Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of short listed applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that

		all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms MM Magane Tel No: (012) 406 1552
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 22/83</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2022/216</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Umtata Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Finance/Accounting or equivalent in financial related field and with relevant years of work experience. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS, and BAS and be computer literate. Be able and be prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's licence will be an added advantage.
<u>DUTIES</u>	:	To supervise the Expenditure section, including Leasing and projects payments as well as the management of documents. To authorise/approve the payment and journal transactions on transversal systems, such as BAS, LOGIS, PMIS, WCS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors Accounts. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.
<u>ENQUIRIES</u>	:	Ms P Sani Tel No: (012) 492 3122
<u>APPLICATIONS</u>	:	Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099.
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi
<u>POST 22/84</u>	:	<u>SENIOR ADMIN OFFICER: ACQUISITIONS AND LEASING REF NO: 2022/217</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Umtata Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate, Public Management, Financial management or Law with sufficient relevant experience in acquisition of property rights in fixed property .A sound understanding of the Public Finance Management Act (PFMA) .Understanding of property market trends and to be able to analyse the property market. Understanding of derivative forms of acquisitions of property (e.g.) expropriation, common law prescripts and others. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems .Effective communication skills .Good report writing skills .Computer literacy .Interpersonal skills .General office administrative and organisational skills .Resourcefulness and creative .Ability to work under pressure and communicate at all levels .A valid driver's licence is compulsory and willingness to travel.
<u>DUTIES</u>	:	The official will report to the Assistant Director: Acquisitions and Leasing. Duties include effective management of renewal of leases, Supervision of staff under Leasing Unit. Make reports to KAM and to head office. Control and manage budget for the unit, Manage total procurement for all leases and make sure that leased buildings are compliant, Make sure that leases are signed by both parties, Make sure that lease expiry is being managed, Understanding of Government procurement processes, Draft submission to the Bid Committee for renewal of the leases, Attend to site visits and be willing to travel extensively and work independently for extra hours, Make sure that leases buildings are compliant to OHS and other building regulations, Liaise with landlords and clients to make sure that buildings are compliant, Attend to reconciliation of payment of rental to leased buildings to make sure that correct rental is being paid. Attend to AG queries to avoid audit queries. Make budget projections for leases to avoid under and over expenditure. Update, verify leases on Archibus system and other related government systems regularly. Compile lease reports

monthly. Conduct PMDS assessments for the subordinates and represent them to the moderation committee.

ENQUIRIES : Ms B. Tuswa Tel No: (047) 502 7079
APPLICATIONS : Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007,Umtata,5099.

FOR ATTENTION : Ms. N Mzalisi

POST 22/85 : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS & LEASING REF NO: 2022/218**

SALARY : R261 372 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate or Property Law. Appropriate experience in the acquisition of property or rights in fixed property and property administration will serve as an advantage. Valid driver's license. Computer Literacy. Knowledge and understanding of government procurement processes, Contractual policies and procedures. Understanding of property acquisition and its trends. Understanding of derivative forms of acquisition of property (expropriation, common law and prescriptions, e.t.c). Negotiation skills.

DUTIES : Procure list of properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Conduct physical verification of leased properties. Attend Client forum meetings and report back to the Head of unit. Draft lease agreement, Submissions and other documentation resulting from negotiations. Advice Client Departments on issues related to property acquisition. Perform administrative related duties within the office.

ENQUIRIES : Ms M.B Lekgoathi Tel No: (015) 291 6411
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr N.J. Khotsa

POST 22/86 : **ADMINISTRATION OFFICER: UTILIZATION AND CONTRACT REF NO: 2022/219**

SALARY : R261 372 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management/Property Management/Real Estate Management/Law or related field. Appropriate experience in Property administration, Letting out of properties, Debt Management and or acquisition of property rights. Knowledge and understanding of Government procurement procedures and regulations. Understanding and knowledge of the PFMA, GIAMA and SCM. Understanding of the property market and its trends. Good communication (verbal and written) and interpersonal skills. Computer literacy.

DUTIES : Effective administration in the utilization regarding the potential of state owned properties, undertake site visits and condition survey to determine utilization potentials. The provision of optimal utilization of state owned properties. Manage property details and maintain property management information systems and fixed asset register. Administrative measures against unlawful occupations. Liaise with clients to determine their property related requirements. Assist in identification of redundant state properties for disposal. The provision of management support of property related contracts and agreements.

ENQUIRIES : Mr K Mosoang Tel No: (051) 408 7355
APPLICATIONS : Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr. D Manus

POST 22/87 : **ADMINISTRATIVE OFFICER: DISPOSALS REF NO: 2022/220 (X2 POSTS)**

SALARY : R261 372 per annum
CENTRE : Port Elizabeth Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Town Planning, Financial Management, Real Estate, Qualification in Built Environment, LLB. Appropriate experience in Immovable Asset Disposals. Must have a sound knowledge of GIAMA, PFMA, State Land Disposal Act and other property-related legislation, Good writing, analytical, financial, negotiation, communication and interpersonal skills. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	Administer the disposal process for land reform and restitution. Participate in the liaison process with the Department of Land Affairs on the transfer of properties for land reform purposes. Provide administrative support with the property disposal process. Assist with letting out of surplus state owned properties, Conduct site inspection to obtain information for the disposal of property and the compilation of reports. Assist with the preparation of information to be presented at the PSLDVC to support the vesting and disposal of the property. Assist with the preparation of monthly budget reports, monthly productivity report and other general management functions within the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N. Gqomo Tel No: (041) 408 2078
<u>FOR ATTENTION</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913.North End ,Port Elizabeth 6056.
<u>POST 22/88</u>	:	<u>ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2022/221</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Kimberley Regional Office
<u>DUTIES</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration or related field and relevant experience. Knowledge of Procurement and tender regulations, occupational health and safety, Labour Relations Act, Public Finance Management Act. Skills: numeracy, interpersonal and diplomacy skills, advisory skills, supervisory skills, general administration and organisational skills, Computer skills, analytical thinking problem solving skills, communication and report writing abilities. Creativity, ability to work under stressful situations, ability to communicate at all levels, people orientated, punctuality, assertive, hard-working self-motivated, ability to work independently. Willing to adapt to work schedule in accordance with office requirements. A valid driver's license.
<u>DUTIES</u>	:	Facilitate the ordering, distribution of cleaning material and equipment. Prepare documentation for requisitions. Capture requests on LOGIS. Administer and verify the purchasing of cleaning materials and equipment. Maintain supplies inventory by checking stock to determine inventory level. Participate in supplier sourcing and supplier contracts management. Execute the supervision of cleaning services to maintain hygienic environment. Administer cleaning schedules for clients. Administer requests from client departments. Monitor services rendered by in house staff and private contractor. Ensure preparation and allocation of uniform for new employees. Attend to clients' queries and complaints. Assist in ensuring the implementation of Service Level Agreement (SLA). Provide support in financial administration for cleaning services. Provide budget input for cleaning services. Assist with verification invoices that come from suppliers. Assist in monitoring of expenditure according to budget limits. Prepare quotation estimates. Ensure that all records of the financial activities are filed as required. Render general administration and supervisory work.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Xentsa Tel No: (053) 838 5345
<u>FOR ATTENTION</u>	:	Kimberly Regional Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
<u>POST 22/89</u>	:	Ms. NJL Hlongwane
<u>POST 22/89</u>	:	<u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2022/222</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 qualification with extensive relevant working experience in administration, a high level of computer literacy, including experience in Microsoft packages. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Sound analytical and problem-solving skills, an

		understanding of the PFMA, Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<u>DUTIES</u>	:	Compile, register, develop and write reports for the Works Management Section. Register and distribute callouts to the relevant works managers. Record quotations and invoices for Works managers. Print, submit and collect photocopies and documentation to and from the registry and tender section. Fax and phone to confirm all suppliers' orders for works management. Create a filing system for all correspondence and tender documentation. Arrange meetings and take minutes of the sectional meetings. Liaise with Chief Works Managers and Clients (external & internal). Provide admin support for Works Managers and technical functions. Capture requisitions on the LOGIS system, Manage flow of information and documents in the office. Tracking and record keeping of flow of documents. Arranging logistics for Works Management staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L Ramasunzi Tel No: (051) 408 7311
	:	Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Mr. D Manus
<u>POST 22/90</u>	:	<u>PROCESS CONTROLLER: WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2022/223</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 per annum
	:	Kimberley Regional Office (Louisvale)
	:	A Senior Certificate/Grade 12 Certificate or NTC III plus, Operators Certificate or Water Treatment Practice N3 or Wastewater Treatment Practice N3 or the Core Unit Standard from the appropriate NQF 4 or NTC III in Water Treatment Practice or NTC III in Waste Water Treatment Practice or appropriate NQF 4 qualification or Classification as Process Controller by Department of Water Affairs. National Water Act, Water Services Act Occupational health and safety, Basic laboratory testing. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, ability to operate equipment and machines analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working. A valid Drivers' license. Willing to work shifts.
<u>DUTIES</u>	:	Screen and strain incoming raw wastewater; monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing. Operate effluent and bio solids treatment process; operate and control panels, motors, pumps and valves to regulate flow of raw wastewater into and from treatment plant. Operate pumps, engines, and generators to process wastewater through primary, secondary and tertiary treatment stages. Observes variations in operating conditions and interpret meter, gauge readings and tests results to determine load requirements. Discharge the sludge to the drying beds. Dispose of dry sludge from the drying bed. Log all daily operations and records meter and gauge readings. Disinfect the wastewater; Take sample of raw water and inflow rate. Analyse the sample to assess chemical dosing requirements. Calculate dosing rates for the inflow rate and adjust dosing apparatus accordingly. Check chlorine content of water and the bacteriological status at regular intervals. Pumps purified water into water mains for supply to consumers. Record daily meter readings and basic lab test results. Monitor the clear water sump or reservoir. Undertake routine maintenance check of the plant; Conduct regular plant inspections. Observe plant control panels and all float switches that control pump performance. Note and report on malfunctioning and defects of facilities. Perform minor preventative and corrective maintenance. Record and report on all work activities at treatment plant. Report all environmental or operational incidents and hazards. Apply sound housekeeping at all times by cleaning work area, tools and equipment. Safekeeping of material, solutions and equipment's.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Xentsa Tel No: (053) 838 5345
	:	Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
<u>FOR ATTENTION</u>	:	Ms. NJL Hlongwane

POST 22/91 : **PROCESS CONTROLLER: WASTEWATER TREATMENT PLANT OPERATOR WORKSHOP REF NO: 2022/224 (X3 POTS)**

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office

REQUIREMENTS : Grade 10 (or NTC I); plus [a] Operators Certificate; or NQF level 3 Qualification in Water/Process control with the core Unit Standard; or Appropriate N2/above certificate in water/ process control. Valid driver's license.

DUTIES : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing.

ENQUIRIES : Mr. P Ramoroka Tel No: (072) 108 4345
APPLICATIONS : Pretoria Regional Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. K Tlhapane/ Ms MC. Lekganyane

POST 22/92 : **GROUNDSMAN: HORTICULTURAL SERVICES REF NO: 2022/225**

SALARY : R104 073 per annum
CENTRE : Polokwane Regional Office (Vuwani Magistrate Court)

REQUIREMENTS : ABET level 4/ NCV 4 or Grade 12 certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.

DUTIES : To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.

ENQUIRIES : Mr. Z.S. Ngcobo Tel No: (015) 291 6387
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr N.J. Khotso

POST 22/93 : **CLEANER: FACILITIES REF NO: 2022/**

SALARY : R104 073 per annum
CENTRE : Nelspruit Regional Office
Nelspruit (1 Post)
Middleburg (1 Post)
Caroline (1 Post)
Amsterdam (1 Post)

REQUIREMENTS : Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

DUTIES : cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

ENQUIRIES : Ms. S Molepo Tel No: (013) 753 6396
APPLICATIONS : Nelspruit Regional Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 01 July 2022 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 22/94** : **ASISTANT DIRECTOR: WEBMASTER & LIVESTREAM OPERATOR REF NO: ASD WEBM**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Pretoria
: National Diploma/B Degree (NQF Level 6/7) in multi-media/information management as recognised by SAQA. Possess a minimum of 3 – 5 years administrative experience in Web Design. 1 year experience in live streaming will be considered an added advantage. Have in depth knowledge of Web-based technologies, internet infrastructure and practices & understanding of analytics & search engine optimisation. Proven competency of communication (verbal & written), website design practices, live streaming, audio & visual production, attention to detail & analytical & technical problem solving.
- DUTIES** : Conduct research, analyse gaps & present recommendations for the improvement of the website, provide technical expertise for the website, collaborate with graphic designer to create a cohesive small business development identity for the website, monitor & implement updates, verify content & upgrades for the website, maintain & organise web archive, keep up-to-date with new rapidly changing internet technologies & recommending possible improvements, prepare live stream for the events of the Department using various online platform i.e Zoom, Microsoft Teams, YouTube & Facebook, retrieve the audio & video of live streamed events, post to the website and perform other elated work as required.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440
- NOTE** : Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:"

- POST 22/95** : **ASISTANT DIRECTOR: SMALL BUSINESS POLICY AND OVERSIGHT REF NO: ASD SB POL**
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Public Administration/ Business Management / Development Studies / Economics as recognised by SAQA. A minimum of 3 – 5 years relevant experience at a functional specialist level in policy development or enterprise development environment. Proven competence in communication (verbal & written), standard problem-solving skills, standard planning & organising skills, advanced analytical thinking, standard interpersonal skills, advanced client orientation & customer focus, advanced stakeholder relations, standard service delivery & innovation and basic networking.
- DUTIES** : Conduct research to identify best practices for the development of policies & strategies for small businesses, comparison studies to assist in selecting the best fit for the South African eco-system, collate information for gap analyses & prepare reports, maintain reliable database on sector policies, strategies, masterplans & programmes, develop implementation guidelines for small business development policies & strategy, provide policy & programme advisory service, coordinate piloting of new programmes, communicate and liaise with key stakeholders and coordinate policy discussion meetings & represent the DSBD in relevant government & private sector engagements / forums.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 3945 286/1440
- NOTE** : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:"

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** : Ms P Sebatjane
- CLOSING DATE** : 01 July 2022
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents (qualifications and ID) 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 and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the short listed candidate is applying for an OSD post, certificates of service must be submitted on or before 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 Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 22/96** : **ETHICS & INTEGRITY MANAGEMENT PRACTITIONER REF NO: P1/2022 (X2 POSTS)**
Chief Directorate: Risk, Oversight & Integrity Management
(12 Months contract positions)
- SALARY** : R321 543 per annum, plus 37% of salary in lieu of benefits

- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate Degree/ National Diploma in Risk Management/ Internal Auditing/ Public Administration/ Business Management Plus 1-3 years' experience in Ethics and Integrity environment. Certified Ethics Practitioner/ register with professional council. Knowledge of: (i) the Public Service Regulatory Framework. (ii) Public Service Act, (iii) PFMA and Treasury Regulations, (iv) Ethics Management Framework, (v) Strategy lifestyle audit in the Public Sector and (vi) King IV report. Competencies needed: Communication skills. Planning, coordination and organizing skills. Problem Solving skills. Diagnostic and analytical skills. Project management. Computer literacy. Facilitation and presentation skills. Client orientation. People management skills. Fraud investigation. Interpersonal and liaison skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business Ethics. Confidentiality.
- DUTIES** : Facilitate the implementation of Ethic and integrity programs, policies and procedures to ensure compliance in the Department. Promote and implement code of conduct in line with legislative frameworks. Conduct investigations on ethics related cases. Promote the financial disclosure information and maintain the database within the Department. Analyse risk assessment report to identify ethics and integrity related matters. Provide secretariat services to the ethics and integrity committee.
- ENQUIRIES** : Ms A Samaad Tel No: (012) 312-7373

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za quoting the name of the post on the subject line.
- CLOSING DATE** : 04 July 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 22/97** : **DIRECTOR: BLACK ECONOMIC EMPOWERMENT (BEE) REF NO: DOT/HRM/2022/55**
Branch: Integrated Transport Planning
Chief Directorate: Modelling and Economic Analysis
Directorate: Black Economic Empowerment (BEE)
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive salary package)
: Pretoria (Head Office)
: A recognised NQF Level 7 qualification in BCom Economics, Business Administration, Public Administration, Transport Logistics with 5 years' experience at MMS level. The following will serve as strong recommendations; ability to establish relationships and partnerships with a wide variety of stakeholders; thorough understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, legislation and requirements; an eye for detail, methodical, yes systematic approach; good media liaison; good co-ordination skills, Communication- Verbal & Written communication; financial management; Compiles and management budget controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives; Strategic Capability & Leadership (SCL); Provides a vision, sets the

direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People management & empowerment (PME); Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports project/ programme management (ppm); plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting); client orientation and customer focus; willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; change management; customer focus, Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment.

DUTIES

: Develop implementation, monitoring and evaluation framework/system for all eight Sub sectors, Convene steering committee meetings to present alignment process and appointment of third party for gap analysis and gazetting for section 9 of codes of good practice, Develop BEE related programmes in the department and ensure implementation of the Integrated Transport sector B-BBEE Charter by all stakeholders, Develop BEE procurement policy to assist in implementing targets for public, Sector charter, Develop BEE Charter Council guideline document to have right structure in, Implementing the BEE sub sector charters, Communicate the transport sector B-BBEE charter and build partnership with government, communities, business, labour, transport SOE's and other stakeholders, Co-ordinate & develop opportunities available in eight sub-sector of transport in accordance Integrated Transport Sector B-BBEE Sector Codes, Monitor the SANWIT membership registration (database) and its bank account, Ensure SANWIT budget internally is assisting National Executive & National Council & its members, Monitor the interventions with TETA on Women empowerment, Co-ordinate workshops, seminars or any skills development and capacity development initiatives, Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department, Develop methods to monitor projects or area progress and provide corrective solutions if necessary, Work cross-functionally to solve problems and implement changes, Manage and control the Directorate, Provide guidance and adequate support to the staff in the Directorate, Establish and maintain governance and administrative system's continuity within the work of the Directorate.

ENQUIRIES

: Mr M Ngcamu Tel No: (012) 309 3693

: Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director BEE"

NOTE

OTHER POST

POST 22/98

: **DEPUTY DIRECTOR: NMT INTEGRATED AND NMT DESIGNS, STANDARDS AND GUIDELINES REF NO: DOT/HRM/2022/58**
 Branch: Road Transport
 Chief Directorate: Road Infrastructure and Industry Development
 Directorate: Rural and None-Motorised Transport

SALARY CENTRE

: R882 042 per annum (Level 12), (all-inclusive salary package)
 : Pretoria (Head Office)

REQUIREMENTS

: NQF 6/7 qualification in Civil Engineering/ Transport Planning or Transport Management/Economics with five (5) years appropriate work experience of which three (3) years must be at middle management/Assistant Director level. Registration with SACPCMP or ECSA will serve as a strong recommendation. Should be in possession of a valid driver's license and be willing to travel extensively and work beyond the normal working hours.

DUTIES

Facilitate the development and integration of NMT infrastructure Master plans on all 3 spheres of government; Monitor the implementation of NMT infrastructure development; Conduct on-going research locally and abroad for benchmarking and best practice Maintaining on-going consultations with stakeholders, industry players and users Facilitate, plan and arrange information sessions with key stakeholders to promote NM Coordinate the development and implementation of best practice delivery models for NMT Infrastructure Provide support and guidance to provinces and municipalities for

Non-Motorized Transport Infrastructure master planning Coordinate and report on the work plan for the "NMT infrastructure development" portfolio at all spheres of government Develop and maintain strategies and action plans for improved access and mobility by promoting the use of NMT and IMT through review of NMT regulations and alignment with public transport systems; Develop and monitor NMT designs, vehicular standards and guidelines Review and assess APPs and business plans of the provincial road authorities to ensure inclusion of NM Identify and initiate projects or project clusters in line with the approved business plans Attend bilateral meetings, site visits and prepare site inspection reports Monitor, evaluate and report on progress, achievements on job creation through implementation of road projects by the provinces and municipalities Manage the sub-directorate.

ENQUIRIES
NOTE

- : Mr Whity Maphakela Tel No: (012) 309 3519
- : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director NMT"

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

CLOSING DATE : 01 July 2022

NOTE : Applications must be submitted on new Z83 form. “Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 22/99 : **HEAD CLINICAL DEPARTMENT (PHARMACOLOGY) REF NO: H/H/9**

SALARY : R2 193 837 per annum, (OSD)

CENTRE : Pharmacology Department, Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : MBCHB or equivalent Degree. Registration as a Medical Specialist in Pharmacology with HPCSA. A minimum of 3 years’ appropriate experience as Medical Specialist after registration with HPCSA in Pharmacology. Offer will be based on proven years of experience Proof of current registration for 2022/2023. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Pharmacology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

DUTIES : Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH/UFS. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of

Clinical Services/CEO: UAH. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051 405 3496)
: To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Mr Mj Baleni

POST 22/100 : **HEAD CLINICAL UNIT (ANAESTHESIOLOGY) REF NO: H/H/10**

SALARY CENTRE REQUIREMENTS : R1 754 739.per annum, (OSD)
: Anaesthesiology Department, Universitas Academic Hospital: Bloemfontein
: MBCHB or equivalent Degree. Registration as a Medical Specialist in Anaesthesiology with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in Anaesthesiology. Offer will be based on proven years of experience Proof of current registration for 2022/2023. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

DUTIES : Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH/UFS. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Clinical Services/Head Clinical Department: Anaesthesiology, UAH. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators.

ENQUIRIES APPLICATIONS : Dr EW Turton Tel No: (051 405 3307)
: To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Mr MJ Baleni

POST 22/101 : **HEAD CLINICAL UNIT (ENDOCRINOLOGY) REF NO: H/H/11**

SALARY CENTRE REQUIREMENTS : R1 754 739.per annum, (OSD)
: Endocrinology Department, Universitas Academic Hospital: Bloemfontein
: MBCHB or equivalent Degree. Registration as a Medical Specialist in Endocrinology with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in Endocrinology. Offer will be based on proven years of experience Proof of current registration for 2022/2023. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

DUTIES : Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH/UFS. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Clinical Services/Head Clinical Department: Internal Medicine, UAH. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators.

ENQUIRIES APPLICATIONS : Prof TRP Mofokeng Tel No: (051 405 3154)
: To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Mr MJ Baleni

POST 22/102 : **HEAD CLINICAL UNIT: GENERAL SURGERY (JOINT APPOINTMENT UAH & UFS) REF NO: H/H/12**

SALARY : R1 754 739 per annum, (OSD)
CENTRE : General Surgery Department, Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : MBCHB or equivalent Degree. Registration as a Medical Specialist in General Surgery with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in General Surgery. Offer will be based on proven years of experience Proof of current registration for 2022/2023. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics. Any Sub-Specialty in General Surgery.

DUTIES : Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH/UFS. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Clinical Services/Head Clinical Department: General Surgery, UAH. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators.

ENQUIRIES : Dr NE Pearce Tel No: (051 405 3545)
APPLICATIONS : To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Mr MJ Baleni

POST 22/103 : **MEDICAL SPECIALIST GRADE 1-3 (PAEDIATRICS DEPARTMENT) REF NO: H/M/23**

SALARY : Grade 1: R1 302 855 per annum, (OSD)
Grade 2: R1 489 665 per annum, (OSD)
Grade 3: R1 628 853 per annum, (OSD)

CENTRE : Paediatrics Department, Universitas Academic Hospital
REQUIREMENTS : MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in a recognised sub-speciality in Nuclear Medicine. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Experience: **Grade 1:** none **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics. Any Sub-Specialty in General Surgery.

DUTIES : Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH/UFS. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Paediatrics, UAH. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators

ENQUIRIES : Dr NE Tabane Tel No: (0)51 405 3181
APPLICATIONS : To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Me A Lombard

POST 22/104 : **MEDICAL SPECIALIST GRADE 1-3 (RADIOLOGY) REF NO: H/M/24**

SALARY : Grade 1: R1 302 855 per annum, (OSD)
Grade 2: R1 489 665 per annum, (OSD)
Grade 3: R1 628 853 per annum, (OSD)

CENTRE : Bongani Regional Hospital

REQUIREMENTS : MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in a recognised sub-speciality in Radiology. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Experience: **Grade 1:** none **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge and Skills: Rendering Clinical Services. To be responsible for service delivery within the department. To fulfill the administrative, academic and research requirements of an appointment to the joint staff establishment. To supervise pre and post graduate training and examinations in the department including intermediate training programmes. Render outreach and support services to other levels of care.

DUTIES : Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH/UFS. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Paediatrics, UAH. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators.

ENQUIRIES : Dr RL Mkatsane Tel No: 057 916 8000

APPLICATIONS : To: The Chief Executive Officer, Bongani Regional Hospital, Private Bag x 29, Welkom, 9460 or hand delivered

FOR ATTENTION : Dr RL Mkatsane

POST 22/105 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: H/D/20**

SALARY : R1 042 092 per annum

CENTRE : Medpharm Sub-Directorate: Bloemfontein

REQUIREMENTS : Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. A minimum of 3 years' appropriate experience as a Pharmacist with the SAPC. Proof of registration for 2022/2023 Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Knowledge in warehouse and logistical management.

DUTIES : Act as a responsible Pharmacist. Ensure compliance with legislation; SAHPRA registration and accreditation of Medical Depot as a wholesaler & distributor. South African Pharmacy Council, accreditation of Medical Depot as a training institution. Occupational Health & Safety Act, effective control to ensure safety of personnel and stock. Public Finance & Management Act, effective and efficient utilization of resources. Supply Chain Management Policies, annual stock takes and cycle counts. Risk management: implement Risk Management Processes and preventative measures General Warehouse Management and Administration. Adherence to good warehousing practice and distribution. Adherence to ordering & delivering schedule, monitoring and evaluation. Ensure availability of SOP's, warehouse statistics & reports. Efficient communication with the demanders, suppliers & pharmaceutical services. Strengthening of warehouse systems & processes, reduction of discrepancies, reduction of expired medication and disposal thereof. Adequate security measures in the warehouse. Efficient, effective and timely distribution. Ensure effective and efficient utilization of Personnel. Ensure regular training & development of warehouse personnel. Ensure availability of Job description for warehouse personnel and signed performance agreements.

ENQUIRIES : Me. NB Molongoana Tel No: 051- 4110502

APPLICATIONS : To: Medical Depot, P.O. Box 7622, Bloemfontein, 9300

FOR ATTENTION : Mr JT April

POST 22/106 : **DEPUTY DIRECTOR FINANCE AND SCM REF NO: H/D/21**

SALARY : R744 255 per annum
CENTRE : Medpharm Sub-Directorate: Bloemfontein
REQUIREMENTS : A 3-year Degree/ National Diploma in Financial Management. At least 3-5 years' appropriate management experience in the financial environment. 3 Years of the experience must be on management level. Computer literacy. A valid driver's licence. Knowledge and Skills: Financial Management. Supply Chain Management. Knowledge of legislation relating to Finance & SCM. Human Resource Management. Leadership skills. Presentation skills. Analytical skills Management and supervisory skills. Project Management and communication skills. Interpersonal and negotiation skills.

DUTIES : Strengthen leadership and governance of Finance and SCM (PFMA and other statutory regulations). Strengthen financial stewardship by ensuring that financial management principles are maintained. Implement the risk assessment processes and preventative measures. Management of an effective and functional SCM structure. Ensure that all assets under custodianship are fully accounted for. Improve availability of Health Products and medical stationery. Effective and efficient Financial and Supply Chain Management. Ensure effective Human Resource and Personnel development.

ENQUIRIES : Me. NB Molongoana Tel No: 051- 4110502
APPLICATIONS : To: Medical Depot, P.O. Box 7622, Bloemfontein, 9300
FOR ATTENTION : Mr JT April

POST 22/107 : **DEPUTY DIRECTOR FINANCE REF NO: H/D/22**

SALARY : R744 255.per annum
CENTRE : Boitumelo Regional Hospital: Kroonstad
REQUIREMENTS : A 3-year Degree/ National Diploma in Financial Management. At least 3-5 years' appropriate management experience in the financial environment. 3 Years of the experience must be on management level. A valid driver's licence Knowledge and Skills: Computer literacy. Knowledge of PFMA, Treasury Regulations, Public Service Act.

DUTIES : Manage the financial revenue, expenditure management and Supply chain unit. Undertake the revenue, expenditure management and accounting work as required. Implement and monitor financial accounting systems and procedures in line with relevant legislations, regulations and departmental policies and guidelines. Monitor compliance with financial prescripts. Undertake Human Resource and other related administrative function. Develop, implement and maintain processes to ensure proper control of work.

ENQUIRIES : Mr Nakane Tel No: 056 216 5200
APPLICATIONS : To: The Chief Executive Officer, Boitumelo Regional Hospital Private Bag X47 Kroonstad 9499, or hand delivered
FOR ATTENTION : Me ML November

POST 22/108 : **OPERATIONAL MANAGER NURSING PEADS REF NO: H/O/11**

SALARY : R571 242 per annum
CENTRE : Botshabelo District Hopsital: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Paediatrics with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2022/2023). Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.

DUTIES : Overall Supervision of staff and control quality patient care in the facility. Ensure formulation and availability of Clinical Patient Care Protocol and Policies in the Department. Ensure efficient implementation and evaluation of quality Primary Health Care Package. Accountable for overall and effective

Management of Quality Nursing Services. Responsible for the implementation of the disciplinary measures.

ENQUIRIES : Me. Z.A. Yawathe Tel No: (051) 5330229.

APPLICATIONS : TO: The Chief Executive Officer, Botshabelo District Hospital, Private Bag x 527, Botshabelo 9781.Hand delivery to: Botshabelo District Hospital.

FOR ATTENTION : Me Z.A. Yawathe

POST 22/109 : **OPERATIONAL MANAGER NURSING (NEONATAL HIGH CARE) REF NO: H/O/12**

SALARY : R571 242 per annum

CENTRE : Botshabelo District Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Midwifery and Neonatology with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2022/2023). Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.

DUTIES : Overall Supervision of staff and control quality patient care in the facility. Ensure formulation and availability of Clinical Patient Care Protocol and Policies in the Department. Ensure efficient implementation and evaluation of quality Primary Health Care Package. Accountable for overall and effective Management of Quality Nursing Services. Responsible for the implementation of the disciplinary measures.

ENQUIRIES : Me. Z.A. Yawathe Tel No: (051) 5330229

APPLICATIONS : To: The Chief Executive Officer, Botshabelo District Hospital, Private Bag x 527, Botshabelo 9781.Hand delivery to: Botshabelo District Hospital.

FOR ATTENTION : Me Z.A. Yawathe

POST 22/110 : **OPERATIONAL MANAGER PNB3 REF NO: H/O/10 (X7 POSTS)**
Re-Advertisement those who previously applied are encourage to apply)

SALARY : R562 800 per annum

CENTRE : Free State Psychiatric Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Child/ Adult Psychiatry, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2022/2023). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nurses. Drivers licence. Nursing administration will be an added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure that a comprehensive nursing treatment and care service is delivered to patients in an accost effective, efficient and equitable manner by the specialty unit. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Mr NA Mnyakama Tel No: 051- 4079207

APPLICATIONS : To: The Chief Executive Officer, HR Free State Psychiatric Hospital Complex Private Bag X20607 Bloemfontein 9300, Private Bag x 20660, Bloemfontein, 9300 or hand delivered

FOR ATTENTION : Me NV Mokopanele

POST 22/111 : **CLINICAL PROGRAM CO-ORDINATOR PNA5 REF NO: H/C/24**

SALARY : R450 939 - R507 531 per annum
CENTRE : (HAST) Treatment (Health Head Office) Corporate Office; Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. A valid driver's license. Knowledge And Skills: In-dept knowledge of HIV and AIDS guidelines and protocols. In-dept knowledge and understanding of the ARV treatment program. Clinical mentoring skills and NIMART training. Knowledge and experience in Advance clinical care. Knowledge of the National Strategic plan and financial management. Computer literate (Excel, Word, PowerPoint). Knowledge of Health data systems e.g. Tier.NET. Ability to function under pressure and meet deadlines. Report writing skills. Good interpersonal relations skills and self-driven.

DUTIES : Provide support and coordination in implementing key strategies to improve the clinical outcomes of the HIV positive clients who are on life-long antiretroviral treatment. Provide training, mentorship and oversight with regards to the clinical management of the ARV clients with the objective of improved clinical outcomes. Provide Advance Clinical Care and HIV Treatment support in the province. Develop and implement quality improvement projects to improve outcomes. Extensive travelling. Ability to function within the allocated resources.

ENQUIRIES : L.F Van Turha: Deputy Director HIV Treatment Tel No: 051 408 1703
APPLICATIONS : TO: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 22/112 : **OPERATIONAL MANAGER MALE (PNA5) REF NO: H/Q/13**

SALARY : R450 939.per annum
CENTRE : Botshabelo District Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Good communication and interpersonal skills. Ability to function with a multidisciplinary team. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer Literacy.

DUTIES : To ensure a comprehensive nursing treatment and care services is delivered to patients in a cost effective and equitable manner. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Provision of effective training and research. Maintain professional growth/legal standards and self-development. Manage effectively the utilization and supervision of HR. Coordinate mother and child program. Provide holistic nursing care to patients in a specialty unit, in a cost effective, efficient and equitable manner. Ensure compliance to national core standards and ten -point plan. Management of assets. Identify, manage and control risks. Data management and report writing.

ENQUIRIES : Mr. TM Manamathela Tel No: (051) 533 0211/ 0210
APPLICATIONS : To: The Chief Executive Officer, Botshabelo District Hospital, Private Bag x 527, Botshabelo 9781.Hand delivery to: Botshabelo District Hospital

FOR ATTENTION : Me Z.A. Yawathe

POST 22/113 : **TB COORDINATOR (PNA5) REF NO: H/T/2**

SALARY : R450 939 per annum
CENTRE : Botshabelo District Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in TB Disease after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Valid driver's license. Knowledge and Skills: Proven experience in TB Management Programmes. Good communication and Interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Excellent leadership ability, time management, conflict management, stress management, and motivational skills. Ability to teach and mentor other key stakeholders within the health sector. Experience in Project Management Involvement with Research projects. Valid Driver's License. Knowledge of key priority health programs. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer Literacy.

DUTIES : Manage, coordinate TB program and the implementation of TB disease Guidelines. Interpret and analyse the monthly report and advice in this regard. Participate in data quality and data alignment workshops on behalf of the Institution and implement resolution thereof. Participation in districts health plans discussion in relation to TB/DR TB and Communicable Control Disease management. Analyse changes and patterns in key indicators performance reports in order to make recommendations and monitor quality improvement plans of the districts. Identify challenges and provide support to clinics and hospitals and provide feedback to the directorate and districts management teams and other relevant program managers. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficiently. Ability to prepare reports to provincial and national departments of health, and to be able to share challenges relating to the program with the district teams.

ENQUIRIES : Mr. TM Manamathela Tel No: (051) 533 0211/ 0210
APPLICATIONS : To: The Chief Executive Officer, Botshabelo District Hospital, Private Bag x 527, Botshabelo 9781. Hand delivery to: Botshabelo District Hospital

FOR ATTENTION : Me Z.A. Yawathe

POST 22/114 : **CLINICAL PROGRAM CO-ORDINATOR PNA5 REF NO: H/C/26**

SALARY : R450 939 – R507 531 per annum
CENTRE : Regional Training Centre (HRD) Corporate Office; Bloemfontein- Xhariep District
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. An appropriate Diploma/Degree in Nursing Education. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. A valid driver's license. Computer Literacy. Knowledge and Skills: Good communication and interpersonal skills. Good understanding of skills development policies and HIV/AIDS management and all treatment policies and guidelines. Knowledge of PFMA. Ability to work independently, under pressure, strong negotiation, problem solving & conflict management skills. Be willing to travel extensively. Knowledge of all Clinical programs, including WBPHCOT program.

DUTIES : Supervision of personnel. Coordinate and conduct training. Develop training strategies. Give support & motivate learners. Compile reports & evaluate learners. Monitor & evaluate the quality of training. Collaborate with Xhariep District Supporting Partners and Programme Managers.

ENQUIRIES : Me. N.P. Mdalana Tel No: 051) 408 1814

APPLICATIONS : TO: Director Human Resource Development P.O BOX 227, Bloemfontein, 9301 Or hand deliver Bophelo House C/O Charlotte Maxeke and Harvey Road Bloemfontein, 9301.

FOR ATTENTION : Me. N.I. Plank

POST 22/115 : **CLINICAL NURSE PRACTITIONER TRAUMA (PNB1) REF NO: H/C/25**

SALARY : Grade 1: R388 974 – R450 939 per annum
CENTRE : Botshabelo District Hopsital: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Critical Care and Trauma Nursing with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of current registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.

DUTIES : Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient an equitable manner by Nursing Units. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Mr. TM Manamathela Tel No: (051) 533 0211/ 0210
APPLICATIONS : To: The Chief Executive Officer, Botshabelo District Hospital Private Bag x 527, Botshabelo 9781.Hand delivery to: Botshabelo District Hospital.
FOR ATTENTION : Me Z.A. Yawathe

POST 22/116 : **ASSISTANT DIRECTOR: FINANCE AND SCM REF NO: H/A/20**

SALARY : R382 245 per annum
CENTRE : Medpharm Sub-Directorate: Bloemfontein
REQUIREMENTS : A 3-year Degree/ Diploma in Finance/Administration. 3-5 years' functional experience in relevant field. 3 Years of the experience must be on supervisory level. Knowledge And Skills: Knowledge of Public Service regulatory framework. Good communication (verbal and written) skills. Good interpersonal skills. Planning and organizing skills. Office management and administration skills. Computer literacy and ability to work under pressure. Supervisory and report writing skills. Document and record keeping. Added advantage: knowledge of information management systems: Medsas, MSD and PERSAL Knowledge to coordinate, review and undertake the implementation of financial accounting and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures.

DUTIES : Manage and co-ordinate administration support matters within the Pharmaceutical Services (Medical Depot) to contribute to the rendering of a professional administration services. Ensure effective and efficient operations of the following: Human Resource Management Section, Registry Section, Helpdesk, Security Services, Support Services and Employment relations matters. Inform, guide and advice Departments/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation and authorize transactions on information management systems according to delegations. Document management, Access control and surveillance.

ENQUIRIES : Me. KE Mosikare Tel No: 051- 4110577
APPLICATIONS : To: Medical Depot, P.O. Box 7622, Bloemfontein, 9300
FOR ATTENTION : Mr JT April

POST 22/117 : **EMS CORDINATOR GRADE 1-4: REF NO: H/E/5**

SALARY : Grade 1: R318 042 per annum
Grade 2: R386 358 per annum
Grade 3: R455 109 per annum

- CENTRE REQUIREMENTS** : Grade 4: R505 113 per annum
 : EMS College, Regional Training Centre
 : B.Tech /BEMC qualification in Emergency Medical Care. Current registration as an Emergency Care Practitioner (ECP) at the HPCSA. Valid License with Professional Drivers Permit. Training experience and minimum of two (2) years as a Lecture. Knowledge and Skills: Formal instructor / Facilitator, Assessor and Moderator qualification. Computer Literacy.
- DUTIES** : Development of function curriculums and course contents, creation and implementation of education programmes to complement the curriculum. Use of the appropriate lecturing techniques, methods and effective teaching aids. Coordination of lectures, facilitate and conduct learning. Reviewing of study guides. Accurate evaluation of theoretical and practical knowledge according to an appropriate standard. Assessment and Moderation in the educational environment. Manage and supervisor learners, lectures and subordinates, contribute to research in a relevant field. Work 8 hours clinical time once a month for skills and knowledge retention. Work with students on response, ambulance and in other training institutions as required for clinical practice. Ensure maintenance of skills and Patient treatment according to HPCSA protocols and guidelines.
- ENQUIRIES APPLICATIONS** : Mr Rowe Rowe Tel No: (051-492 1376
 : To: Director Human Resource Development, P.O BOX 227, Bloemfontein, 9301 Or hand deliver Bophelo House C/O Charlotte Maxeke and Harvey Road Bloemfontein 9301
- FOR ATTENTION** : Me. N.I. Plank

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : For the Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in Offices in the Building.
- CLOSING DATE** : 01 July 2022
- NOTE** : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POSTS

POST 22/118 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: PWI 22/01 (X2 POSTS)**

Chief Directorate: Project Management Unit

SALARY CENTRE

: R728 829 per annum, (an all-inclusive package), (OSD)
: Bloemfontein

REQUIREMENTS

: An appropriate degree in the built environment with three years relevant project management experience. Valid driver's license with exception of persons with disabilities. Compulsory registration with the SACPCMP as a professional Construction Project Manager. Computer literacy, knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budgeting skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the JBCC and GCC form of contract. Core And Process Competence: Decision making. Team leadership. Analytic skills, Creativity. Self-management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement.

DUTIES

: Responsible for the construction project management of projects for client departments and/or those relevant to the department. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with services providers, clients and management. Contribute to the human resources and related activities. Maintain the project management record system. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Give direction to team in realizing the Chief Directorate's strategic objective. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilization of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline, train, mentor and oversee Candidate Construction Project Managers and guide them towards full professional registration.

ENQUIRIES

: Mr A. Mackay Tel No: 051 492 3718

POST 22/119

: **PROFESSIONAL CIVIL ENGINEER (PRODUCTION) GRADE A REF NO: PWI 22/02 (X1 POST)**

Chief Directorate Project Management Unit

SALARY CENTRE

: R728 829 per annum, (OSD), (A total package)
: Bloemfontein

REQUIREMENTS

: A Bachelor of Science Degree in Civil Engineering or equivalent qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Civil Engineer (Professional Engineering Technologist will not be considered). Valid driver's licence with exception of persons with disabilities. Practical experience, clearly demonstrating a high level of understanding and competence in the practices, construction methods, techniques and the systems applied in the full spectrum of the engineering field. Knowledge of contract building law to the extent applied in the profession.

Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirement of National and International standards. A valid driver's license (minimum code B) and ability/willingness to travel are essential. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness.

DUTIES

: (a) Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and approve engineering works according to prescribed norms and standards. (b) Human capital development: Ensure training and development of technicians, technologist and candidate engineers to promote skills/knowledge transfer to enable them to register as professional at the Engineering Council of South Africa and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and administer performance management and development. (c) Office administration and budget 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. (d) Research and development: Continues professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

: Mr A Mackay Tel No: 051 492 3718

POST 22/120

: **PROFESSIONAL MECHANICAL ENGINEER GRADE A REF NO: PWI 22/03 (X1 POST)**
Chief Directorate Project Management Unit

SALARY CENTRE REQUIREMENTS

: R728 829 per annum, (OSD), (A total package)
: Bloemfontein
: A Bachelor of Science Degree in Mechanical Engineering or equivalent qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Mechanical Engineer. Valid driver's licence with exception of persons with disabilities. Practical experience, clearly demonstrating a high level of understanding and competence in the practices, construction methods, techniques and the systems applied in the full spectrum of the mechanical engineering field with the Build environment. Knowledge of contract building law to the extent applied in the profession. Exposure to the main contracts used in the mechanical engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Framework for Infrastructure Delivery and Procurement Management. Knowledge of general fire industry and experience of carrying out fire risk assessments, audits and due diligence inspections of existing buildings and draughting fire risk reports and recommending solutions. Working knowledge and application of SANS 10400, SANS10139, SANS322, SANS246, SANS1475, SANS369-2. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements or National and International standards. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness.

- DUTIES** : (a) Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards. (b) Human capital development: Ensure training and development of technicians, technologist and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development. (c) Office administration and budget 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. (d) Research and development: Continues professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : Mr A Mackay Tel No: 051 492 3718
- POST 22/121** : **CONTROL WORKS INSPECTOR: ELECTRICAL REF NO: PWI 22/04 (X1 POST)**
Directorate: Works Construction and Maintenance
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Thabo Mofutsanyana District
: An appropriate National Diploma, N3 Certificate and a passed Trade Test (Electrical) with more than 6 years' experience or Registration as an Engineering Technician at the Engineering Council of South Africa, or registration at the South African Council for the Project and Construction Management Professions (SACPCMP) as either Professional Building Inspector (PrBInsp) or Certified Building Inspector (CBInsp). A valid Code B driver's licence. Recommendations: Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, the general public, clients and co-workers in respect of procedural matters and ability to write routine reports, memos and letters.
- DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing structures are complied. Manage the activities of contractors and consultants. Gather and submit information in terms of the extended public works programme (EPWP). Supervise the performance and conduct of subordinates. Be prepared to work under pressure, overtime, standby duty and travel away from base whenever necessary.
- ENQUIRIES** : Mr M Ndlebe Tel No: (051) 492 3908
CLOSING DATE : 01 July 2022
- POST 22/122** : **ARTISAN PRODUCTION GRADE A: MECHANICAL (HVAC SYSTEMS) REF NO: PWI 22/05 (X1 POST)**
Chief Directorate: Works, Construction and Maintenance
- SALARY CENTRE REQUIREMENTS** : R193 512 per annum, A basic salary, (OSD)
: Bloemfontein
: A completed Apprenticeship and passed Trade Test in terms of the Provisions of Section 13(2) (h) of the Manpower Training Act of 1981, as amended or a Certificate issued under the Provision of the Repealed Section 27 of the same Act. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act).
- DUTIES** : Render technical, production, operation and maintenance services on HVAC System. Implement according to client specification and within limits of production capability. Quality assurance of produced objects within the ambit of the specific trade the incumbent is required to render a production and maintenance services to: Inspect equipment (HVAC System) for technical

faults. Repair equipment according to standards of HVAC System for facilities. Test repair equipment and/or HVAC System against specifications. Service equipment and/or facilities according to systems. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with technologies and procedures.

ENQUIRIES
CLOSING DATE

: Mr T Khumalo Tel No: 051 492 3908
: 01 July 2022

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

ERRATUM: Kindly note that the post of Assistant Director Radiographer Grade 1 with Ref No: SBAH 049/2022 (**For Steve Biko Academic Hospital**) advertised in Public Service Vacancy Circular 21 dated 10 June 2022 was advertised with some incorrect requirements and directorate, the correct requirements and directorate are as follows: Post: Assistant Director Radiographer Grade 1, Directorate: Diagnostic Radiography Department. Requirements: A recognized National Diploma or bachelor's Degree in Diagnostic Radiography qualification that allows for registration with the Health Professional Council of South Africa (HPCSA). A minimum of ten (10) years' experience as an independent Radiographer, and five (5) years' experience as a Chief Diagnostic Radiographer in a Government institution. Proof of original registration and current registration with the HPCSA is compulsory. Relevant additional qualifications will be taken into consideration. Computer literacy and associate software programs. Knowledge of PFMA, Public Service Legislations, Policies and procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM policy, National Core Standards, Quality Assurance Programme and strategic Management. Knowledge and experience of Supply Chain Management processes, Finance Management and Human Resource issues. Excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision-making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related. Closing Date is extended to 08 July 2021.

OTHER POSTS

<u>POST 22/123</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/014303 (X1 POST)</u> Directorate: Internal Medicine (Pulmonology)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 122 630 per annum, (all-inclusive package) Chris Hani Baragwanath Academic Hospital Appropriate qualification that allows registration with the HPCSA. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration 2022/2023. No experience.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154 can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>

NOTE

: No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 01 July 2022

POST 22/124

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/014304 (X1 POST)**
Directorate: Intensive Care Unit

SALARY CENTRE REQUIREMENTS

: R1 112 630 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist. No experience. Completion of Registrar time in Anaesthesia, Surgery, Emergency Medicine, Obstetrics and Gynaecology, or Medicine. Registration with HPCSA as a specialist in, Anaesthesia, Surgery, Emergency Medicine, Obstetrics and Gynaecology or Medicine. Experience in Critical Care in an accredited Intensive Care unit. Proof of current HPCSA registration for 2022/2023. Recommended Completion of Colleges of Medicine specialist exam. Current FCS (SA) specialist registration with the HPCSA. A resuscitation course APLS (or PALS), ACLS, ATLS recommended. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.

DUTIES

: Administrative duties within the Department of Intensive Care. Delivery of clinical services to critically ill patients. Foster and co-ordinate a multidisciplinary approach to the management of critically ill patients. Co-ordinating logistics of ordering and obtaining equipment and pharmaceuticals
4Involvement in hospital committees and liaison with other departments within the hospital. Participate in the functions of the Critical Care Society of Southern

Africa that governs the development and management of Intensive Care in South Africa. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at Tertiary and referring hospitals. Development and ongoing provision of undergraduate and postgraduate teaching and assessment. Policy development and implementation .Provision of clinical support and outreach programs. 10. To participate, support and promote research relevant to Critical Care Medicine. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES
APPLICATIONS

: Prof Mathivha Tel No: (011) 933 0270
: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>

NOTE

: No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 01 July 2022

POST 22/125

: **MEDICAL REGISTRAR REF NO: REFS/014305 (X2 POSTS)**
Directorate: Radiology

SALARY
CENTRE
REQUIREMENTS

: R833 523 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for

2022/2023. Must have successfully obtained FCRad Part 1. Previous research participation and experience will be an advantage. Must be South African citizens or permanent resident.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, ear miss meeting and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Registrar will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Prof. V Mngomezulu Tel No: (011) 933 8393/ 0193
: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>

NOTE

: No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 01 July 2022
- POST 22/126** : **MEDICAL REGISTRAR REF NO: REFS/014320 (X1 POST)**
Directorate: Nuclear Medicine
- SALARY** : R833 523 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for 2022/2023. Must have successfully obtained FCRad Part 1. Previous research participation and experience will be an advantage. Must be South African citizens or permanent resident.
- DUTIES** : The incumbent will be responsible for Fulfilment of all assigned clinical service and academic related duties as per Gauteng Department of Health and the University of Witwatersrand prescripts. A four-year contract will be signed with the relevant hospital authority, which will run concurrently with the university (MMed Nuclear Medicine) and HPCSA annual registrations in an accredited training post as a full-time postgraduate student. All trainees are expected to rotate through all Wits University affiliated central and satellite hospitals. Participation in identified outreach programmes and commuted overtime as well as adherence to regular performance and development management processes will be mandatory. A nuclear medicine specialist qualification will be conferred upon completion and submission of the university MMed dissertation and passing the CMSA-run HPCSA Board exit examination. Responsibilities: Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach. Knowledge and Skills: Additional qualification e.g.: Primaries, certificated or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
- ENQUIRIES** : Dr Khushica Purbhoo, 072 231 2548 or Tel No: 011 933 0843
- APPLICATIONS** : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve

the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 01 July 2022

POST 22/127

: **DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: REFS/014251 (X1 POST)**

Re-advertisement

SALARY

: R744 255 per annum, (all-inclusive package structure)

CENTRE

: Leratong Hospital

REQUIREMENTS

: An appropriate 3-year Degree/NQF level 6 or 7 Tertiary qualification in Human Resource Management (minimum 360 Credits). Ten (10) years or more relevant experience in Human Resource Management sphere of which three (3) years must be at an Assistant Director level. Experience in HR in a Health Establishment will be an added advantage. Ability to provide leadership on HR practices and Administration. Ability to develop, monitor and evaluate skills development legislations, HR policies and procedures. Ability to interpret and analyse HR data. Knowledge of developing, analysing, interpreting reports, and presenting them to management. Demonstrate knowledge of managing PERSAL system and interpreting reports. Ability to manage staff, work independently, adhere to strict deadlines. Knowledge of the Public Service Act, Public Finance Management Act, Treasury Regulation, PSCBC Resolution, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Employment equity Act and other HR legislation and prescripts. Report writing skills, Computer proficiency, Presentation Skills and Driver's license are essential.

DUTIES

: Responsible for the implementation of HR policies, plans and strategy. Develop internal controls and Standard Operating Procedures and strategies and ensure the alignment of the organizational structure to the institutional strategic plan. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services. Ensure effective recruitment and retention strategy is in place, Manage appointments, transfers, and termination on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorise transactions and verify source documents. Maintenance of post establishment on HRM database. Manage of HR Labour relation matters and the interpretation and implementation of the collective bargaining agreement. Attend to Audit queries, HR risk management and compile reports for implementation of the recommendations thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon an Institutional skills gap analysis and PMDS system findings. Devise appropriate monitoring mechanisms to ensure that all resources deployed yields the desired result with regards to HRD and planning activities. Attend to Ideal Hospital Framework and monitor and report on proper implementation of the Ideal Hospital Framework requirements of the Human Resource. Ensure compliance and maintaining the quality standard required by the institution. Advise CEO and hospital management on HR practices, procedures, guidelines, and policies etc. Be part of the Executive management and participate in the development of strategic and operational plans for the hospital. Prepare reports for Provincial Office and represent the hospital at different forums. Manage and coordinate Human Resource Development Programme. Manage Training and Development budget and Departmental Skills Development Committee. Manage, monitor and coordinate the Workplace Skills Plan and Reports. Manage the Performance Management Development, Employee Wellness and OHS functions. Implement the Employment Equity in the department. Ensure effective management of PILIR and Reasonable Accommodation of employees.

ENQUIRIES

: Dr DP Moloi Tel No: 011 411 3531

APPLICATIONS

: Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted.

- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 01 July 2022
- POST 22/128** : **CHIEF PHYSIOTHERAPIST REF NO: REFS/014306 (X1 POST)**
Directorate: Physiotherapy
- SALARY CENTRE REQUIREMENTS** : R473 112 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: An appropriate qualification that allows for registration with the HPCSA as Physiotherapist. Registration with HPCSA as an independent practitioner and proof of current registration 2022/2023. A minimum of 3 years' appropriate experience as Physiotherapist after registration as an independent practitioner with the HPCSA. Knowledge requirements: Must have knowledge and of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Competency requirements: Communication skills, report writing skills, decision-making skills, planning & organizational skills, expert clinical Physiotherapy skills, research skills, analytical skills, presentation skills, and human resource & financial management skills. The following will be added advantages: Two or more years of relevant supervisory experience, post-graduate qualification and short courses in paediatric physiotherapy. Computer literacy (Ms Word, Ms Excel). Ability to work as a member of a multidisciplinary team. Good understanding of public hospital operational systems. Effective interpersonal skill, strategic planning & organizational skills, and leadership qualities.
- DUTIES** : Manage, plan, coordinate, implement and report on physiotherapy services in allocated work section. Render an experienced and specialized physiotherapy service in the department. Develop guidelines, protocols and SOP's in line with the national and provincial strategies and monitor the implementation thereof. Contribute to departmental planning, budgeting, monitoring and evaluating processes. Monitor proper utilization of allocated financial and physical resources. Attend relevant meetings and assume relevant functions on behalf of the Head of the Department or as delegated. Participate in planning and delivering CPD programs. Supervise and manage the performance of allocated staff. Participate in supervision and training of students. Assist with the implementation and monitoring of Quality Assurance e.g. audits and statistics. Contribute to the development of Physiotherapy Department and the profession by promoting and carrying out research and other projects in own work area. Coordinate and ensure the promotion and marketing of Physiotherapy service in the hospital and community. Adhere to and implement all relevant policies, procedures, standards and legislation.
- ENQUIRIES APPLICATIONS** : Mrs. E Haarhoff Tel No: 011 933 8927; Elizma.Haarhoff@gauteng.gov.za
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>

No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

01 July 2022

POST 22/129

CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2022/06/02 (X1 POST)
Directorate: HAST

SALARY CENTRE REQUIREMENTS

R450 939 – R507 531 per annum, (plus benefits)
Ekurhuleni Health District (SSDR)
Basic R425 qualification i.e. Diploma Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Current proof of registration with SANC. A valid driver's license is essential. Experience in TB, HIV and AIDS and STI programme management. Evidence of HAST Trainings courses attended. Computer literacy is essential. Skills (Interpersonal, good communication and report writing).

DUTIES

Implementation of the HAST strategic plan in line with the 90 90 90 HIV and TB strategy. Improving access to HIV and TB services through routine HTS, TB screening, GeneXpert + PCR testing. Coordination of PMTCT Program within the sub district. Implementing quality assurance to HIV, DS-TB and DR-TB programme to ensure sustained viral suppression and cure rates. Liaison with HIV partners and municipality to improve service delivery. Implementation of integrated health information system for HAST (DHIS / Tier.net and EDRweb). Community mobilization and NGO support with focus on key populations / condom distribution and VMMC services. Conducting quarterly reviews for performance monitoring at Sub District level. Manage human, financial and physical resources for HAST at sub district and prepare sources documentation for audit purposes. Report writing and presentation at Sub District and District level.

ENQUIRIES

Ms S.A Motloutng Tel No: (011) 876 1820

- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 01 July 2022
- POST 22/130** : **CLINICAL PROGRAMME COORDINATOR REF NO: REFS/014313 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R450 939 – R507 531 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma /Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post Basic qualification in Nursing Education registered with SANC. A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing. Computer literacy, supervisory experience and computer literacy will be added advantage.
- DUTIES** : Provide education and training to different categories of personnel. Planning, coordination and implementation of training programmes. Implement effective orientation and induction programme for all personnel categories including students. Exercise control over students. Clinical teaching supervision and accompaniment of students. Act as liaison between health establishment and Nursing Education institutions. Coordinate study leaves for basic/post basic courses for nursing personnel. Support Quality Assurance Programmes. Monitor and evaluate compliance to nursing standards and apply corrective measures. Support the mission and promote the image of the hospital. Attend meetings within the institution and externally with Nursing Education Institutions. Serve as a member of various committees internally and externally. Compile departmental reports.
- ENQUIRIES APPLICATIONS** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disability are encouraged to apply. Recommended candidates will undergo medical surveillance.

- CLOSING DATE** : 08 July 2022
- POST 22/131** : **PROFESSIONAL NURSE (SPECIALTY NURSING) CRITICAL CARE REF NO: REFS/014312 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of quality clinical nursing care in area of Specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES APPLICATIONS** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disability are encouraged to apply. Recommended candidates will undergo medical surveillance.
- CLOSING DATE** : 08 July 2022
- POST 22/132** : **PROFESSIONAL NURSE (SPECIALTY NURSING) – OBSTETRICS AND GYNAECOLOGY REF NO: REFS/014311 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of quality clinical nursing care in area of Specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES APPLICATIONS** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed

and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disability are encouraged to apply. Recommended candidates will undergo medical surveillance.

- CLOSING DATE** : 08 July 2022
- POST 22/133** : **CLINICAL NURSE PRACTITIONER (MCWH- TERMINATION OF PREGNANCY) GRADE 1-GRADE 2 (PHC) REF NO: EHD2022/06/01**
 Directorate: Primary Health Care
 Re-Advertisement
- SALARY** : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
 Grade 2: R478 404 – R588 390 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (Jabulane Dumane CHC)
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Certificate in Termination of Pregnancy. Driver's license and computer literacy is essential. **Grade 1:** A minimum of 4 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 10 years should be appropriate /recognisable experience after obtaining one year post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practices in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Perform safe termination of pregnancies, the management of incomplete abortions and other related reproductive health matters. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively. Co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Willing to work shifts including night duty. Offer comprehensive clinical care and support to clients with pregnancy planning and sexual reproductive health and rights (SRHR). Give health education on reproductive health services for all women on request.
- ENQUIRIES** : Mr Sandile.S Matsaba Tel No: (010) 345 – 1091
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept

that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 01 July 2022
- POST 22/134** : **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: REFS/014307 (X1 POST)**
Directorate: Occupational Therapy
Re advertisement. Those who previously applied, are encourage to reapply)
- SALARY** : R322 746 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus proof of current registration for the period 2022/2023. Work experience or further training in the adult psychiatric field would be advantageous. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills.
- DUTIES** : Assess and treat all adult patients with psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.
- ENQUIRIES** : Ms L Soulsby Tel No: (011) 933 8187
APPLICATIONS : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational

Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 01 July 2022
- POST 22/135** : **COMMUNICATION OFFICER REF NO: EHD2022/06/03 (X1 POST)**
Directorate: Chief Director
- SALARY** : R261 372 – R307 890 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 or equivalent qualification with Diploma /Degree in Communication Science, Social Science or appropriate qualification. Minimum of three (03) years' experience in Communication with one (01) year experience in Community Outreach environment. A valid driver's license is essential. Skills: (Writing, problem solving, conflict resolution). Ability to work independently and under pressure. Computer literacy is essential. Creative project design and organizational skills. Willingness to travel and work over weekends.
- DUTIES** : Aligning district media liaison and digital media strategy and implementation plan to the overall provincial strategy. Oversee coordination of activities across the district, supporting all Hospitals and Clinics. Oversee branding compliance in the district. Do research and develop content for internal and external usage. Establish and maintain stakeholder relations within the district. Ensure the management of media enquiries. Proactively profile the work of the district in the media. Develop content for digital media consumption. Manage and grow the District's social media platforms. Improve the reputation and image of the department on social media. Manage the implementation of the digital media content strategy across all social media channels. Planning of weekly and monthly content calendar. Implement a rapid response system to protect the reputation of the department. Contribute to the management of stakeholder engagements. Coordinate and organize departmental events and campaigns. Organize outreach campaigns and exhibitions. Managing departmental branding at events. Contribute to the department's internal publications, intranet and website. Participate in the Department's Communications' Forums. Render photographic services. Provide event and campaign management support to all district programmes. Implement the Communications Policy Framework and Standard Operating Procedures. Sign subordinates' performance contracts and conduct quarterly reviews.
- ENQUIRIES** : Ms D. De Beer Tel No: (011) 878 – 8503
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 01 July 2022
- POST 22/136** : **PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: EHD2022/06/05 (X2 POSTS)**
Directorate: Clinical Forensic Medical Services
- SALARY** : Grade 1: R260 760 – R302 292 per annum, (plus benefits)

		Grade 2: R320 703 – R368 307 per annum, (plus benefits)
		Grade 3: R388 974 – R492 756 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District
	:	Degree/ Diploma in Nursing that allows registration with the SANC as a Professional Nurse. Zero to more than 20 years relevant experience after registration with the SANC as a Professional Nurse. Experience as a Professional nurse working in Clinical Forensic Medical Services will be an added advantage. A valid driver's license is essential. Computer literacy is essential. Skills (interpersonal, report writing and good communication). Current proof of registration with SANC.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources including human and financial resources. Promote stakeholder's collaboration, Provision of administrative and educational services through completion of statistics, ensuring safe keeping of records, health promotion and awareness campaigns relating to gender-based violence. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Mabunda Tel No: (011) 876 -1794
	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	01 July 2022
<u>POST 22/137</u>	:	<u>MEDICAL TECHNOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2022/06/04 (X3 POSTS)</u>
		Directorate: Laboratory and Blood Services (Session until 31 march 2023)
<u>SALARY</u>	:	Grade 1:R210.00 per hour Grade 2: R246.00 per hour Grade 3: R290.00 per hour
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District
	:	Appropriate qualification (degree) National Diploma/BTech Degree in Medical Technologist that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Medical Technologist. Grade 1: Less than 10 years relevant experience after registration with the HPCSA as a Medical Technologist. Grade 2: At least 10 years, but less than 20 years relevant experience after registration with the HPCSA as a Medical Technologist. Grade 3: 20 years and more relevant experience after registration with the HPCSA as a Medical Technologist. A valid driver's license is essential. Current registration with the HPCSA as a Medical Technologist. Experience in laboratory process and procedures will be an added advantage. Computer literacy is essential. Skills: (Good communication, report writing and problem saving). Computer literacy is essential. Must be proactive, innovative, and independent team leader.
<u>DUTIES</u>	:	Render Laboratory and Blood services in the allocated area of responsibility in the Sub-district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Laboratory and blood Services management and implement and contribute to the proper rationale use of laboratory and blood services, Manage the risks involved in rendering

laboratory services to Primary Health Care (PHC) facilities in Ekurhuleni Health District. Compile monthly reports on laboratory and blood services and perform other administrative duties as delegated by the supervisor. Establish good working relationship with other stakeholders within the district i.e., TB programme NGO's/Development Partners, HAST program, Mother, Child, and Women Program, NCD, Outbreak response Committee and Family Medicine Unit. Manage and distribute COVID-19 stock to facilities. Implement quality assurance policies and develop appropriate quality improvement plan for the laboratory and blood services unit. Ensure adherence to government policies and protocols. Monitor implementation of Point of Care Testing (POCT). Manage stock, manage laboratory results at PHC facilities and monitor ELABS programme in the Sub District.

**ENQUIRIES
APPLICATIONS**

: Ms. F. Nonyane Tel No: 082 558 3483
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 01 July 2022

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

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

OTHER POSTS

- POST 22/138** : **SENIOR PROJECT MANAGER REF NO. SSC31/2022**
- SALARY** : R882 042 per annum (Level 12), all-inclusive salary, MMS package
CENTRE : Cedara – Head Office
REQUIREMENTS : An Agricultural related / Quantity Surveying / Engineering Bachelor's Degree at NQF level 7 plus a SAQA recognised qualification in Project Management and a valid code EB driver's license. 3 years' junior management experience in a Project Management Environment. Sound knowledge of the RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms & Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Community Development, Public Participation, Community Outreach, Project Management Principles, Social dynamics of KZN Communities. Service Delivery Frameworks and Treasury Regulations. Language skills, listening skills, presentation skills, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organisational skills, research skills, analytical skills, leadership skills, financial management skills, time management skills, report writing skills, problem solving skills, communication skills, conflict management skills, change management skills, self-disciplined and ability to work under pressure with minimum supervision, project management skills, people management skills, relationship management skills and decision making skills.
- DUTIES** : Coordinate and facilitate planning of all agricultural projects including the approval process. Monitor, evaluate and report on the implementation of agricultural projects. Ensure the provision and coordination of administration and other related services pertaining to projects. Develop and ensure implementation of policies and strategies related to agricultural projects. Manage resources of the sub-directorate.
- ENQUIRIES** : Mr ME NgcoboTel No: 082 461 8728
APPLICATIONS : All applications must be addressed to the Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 07 July 2022
- POST 22/139** : **STATE VETERINARIAN REF NO: SSC32/2022**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary MMS package)
CENTRE : Umgungundlovu District (Pietermaritzburg)

<u>REQUIREMENTS</u>	:	An NQF 8 Bachelor of Veterinary Science degree plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid code EB driver's license. 1 – 2 years' post qualification relevant experience. Sound knowledge of the Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Animal Identification Act, Animal Health Act, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, BCEA, Community Development, Public Participation, Community Outreach, Project Management Principles and Social dynamics of KZN Communities. Language skills, listening skills, presentation skills, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organisational skills, research skills, analytical skills, leadership skills, financial management skills, time management skills, report writing skills, problem solving skills, communication skills, conflict management skills, change management skills, self-disciplined and ability to work under pressure with minimum supervision, people management skills, decision making skills, facilitation skills and project planning skills.
<u>DUTIES</u>	:	Ensure the prevention and control of animal disease. Improve animal health and production by extension and training in disease control methods to communal farmers. Provide primary animal health care and clinical services. Issue import, export certification permits for movement control. Provide veterinary technical support to livestock projects. Provide mentorship to veterinarians serving compulsory community service. Manage financial, human and asset resources.
<u>ENQUIRIES</u>	:	Dr. MS Masimege Tel No: 039 – 682 2045
<u>APPLICATIONS</u>	:	All applications must be addressed to the Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<u>NOTE</u>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<u>CLOSING DATE</u>	:	07 July 2022
<u>POST 22/140</u>	:	<u>STATE VETERINARIAN (EXPORT CONTROL) REF NO: SSC33/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive salary MMS package)
<u>CENTRE</u>	:	Hilton
<u>REQUIREMENTS</u>	:	A BVSc degree, registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid driver's license. 2 years' post qualification veterinarian experience. Sound knowledge of the RSA Constitution, PFMA, Public Service Regulations, international agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters, relevant animal health legislation and regulations, norms and standards, export and import programmes and their requirements, good governance and Batho Pele principles, EPMDS, government decision making processes, diversity management and government systems and structure. Ability to communicate well and interact with people at different levels, planning skills, management and organising skills, creativity, interpersonal skills, problem solving skills, interpretation skills, analytical skills, listening skills, computer literacy and report writing skills.
<u>DUTIES</u>	:	Inspecting and auditing registered export facilities and performing associated export facilitation functions, inspecting and auditing registered abattoirs in terms of the Meat Safety Act (Act 40 of 2000), develop, analyse and audit policies, norms, standards and legislation for Veterinary Services. Render

		veterinary services through the implementation of the relevant legislation. Provision of training, development and awareness programmes (extension and outreach services) to community with regards to Veterinary Services. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Dr. SL Chisi Tel No: 033 – 347 6278
<u>APPLICATIONS</u>	:	All applications must be addressed to the Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<u>NOTE</u>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified
<u>CLOSING DATE</u>	:	07 July 2022
<u>POST 22/141</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL COMMUNICATION REF NO: SSC34/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Cedara – Head Office
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Communication / Public Relations / Journalism and a valid driver's license. 3 years' experience in Communication/ Public Relations/ Journalism. Sound knowledge of communication and public relations, campaign planning and implementation, event management, monitoring and evaluation, generic management process, Public Service Acts and Policies, RSA Constitution, Communication Policy, external communication, exhibitions, communication campaign, project management, advertising and Minimum Security Information Standard. Computer literacy, research skills, monitoring and evaluation, language proficiency – English and Zulu, problem solving skills, financial management, decision making, leadership , strategic communication, project management, listening skills, time management, presentation and digital skills.
<u>DUTIES</u>	:	Implement internal communication campaigns support services. Effectively implement the department's website content. Provide internal publication support. Render language support services. Provide social media communication support. Manage resources of the division.
<u>ENQUIRIES</u>	:	Mr FV Zuma Tel No: 082 419 2887
<u>APPLICATIONS</u>	:	All applications must be addressed to the Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<u>NOTE</u>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified

<u>CLOSING DATE</u>	:	07 July 2022
<u>POST 22/142</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER REF NO: SSC35/2022 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Hilton A National Diploma/Degree in Environmental Health or Public Health. Registration with the Health Professional Council of South Africa or relevant professional body and a valid driver's license. Sound knowledge of the Meat Safety Act 40 of 2000, abattoir inspection, HAS (Hygiene Assessment System) and the Hygiene Monitoring System. Language skills, listening skills, computer skills, organizational skills, time management, communication skills, relationship management and acceptance of responsibility.
<u>DUTIES</u>	:	Ensure meat hygiene and food safety. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety). Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements). Perform administrative and related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. SL Chisi Tel No: 033 – 347 6278 All applications must be addressed to the Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<u>NOTE</u>	:	Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<u>CLOSING DATE</u>	:	07 July 2022
<u>POST 22/143</u>	:	<u>AGRICULTURAL TRAINING OFFICER: ANIMAL PRODUCTION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 per annum (Level 08) Cedara College of Agriculture and Owen Sitole College of Agriculture (OSCA): Ref No: SSC36/2022 (Cedara) Ref No: NSC08/2022 (OSCA)
<u>REQUIREMENTS</u>	:	A Degree/National Diploma/Diploma/Degree (NQF level 6) in Agriculture specialising in Animal Production and a valid driver's license. 3 years' experience in the field of Animal Production. Sound knowledge of Animal Production. Training skills, presentation skills, organizational skills, computer skills, communication (verbal and written), language skills, interpersonal relations, time management, report writing and problem-solving skills.
<u>DUTIES</u>	:	Provide relevant practical and theoretical training. Contribute towards quality assurance in teaching and learning. Provide functional information and advice. Perform administrative and related duties.
<u>ENQUIRIES</u>	:	Mrs T. Sithole Tel No: 033 – 355 9149 (Cedara) Ms M Dube Tel No: 035 – 795 1345 (OSCA)
<u>APPLICATIONS</u>	:	All applications for ref. no. SSC36/2022 must be addressed to the Head of Department and should preferably be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245. All applications for ref. no. NSC08/2022 must be addressed to the Head of Department and should preferably be hand delivered or couriered to Lot no. 11634, Corner of via Verbena and Loop Street, Veldenvlei, Richards

- Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900
- NOTE** : Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. CANDIDATES who failed to comply with the above instructions will be disqualified
- CLOSING DATE** : 07 July 2022
- POST 22/144** : **ADMINISTRATION OFFICER: ANALYTICAL SERVICES LABORATORY (REF NO: SSC37/2022)**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Cedara – Head Office
: A National Diploma/Degree (NQF level 6) in Public Management/Financial Management/Human Resources Management/Administration. Sound knowledge of the RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDs, Batho Pele Principles, Basic Conditions of Employment Act, knowledge of administration flows, revenue collection, budget planning and control. Computer literacy, communication, (electronic, verbal and written), listening skills, analytical thinking, organizing skills and time management.
- DUTIES** : Render effective and efficient revenue services in the Analytical Services Laboratory. Develop and maintain an electronic database and hardcopy archive of research documents. Provide secretariat, receptionist and record management services. Maintain compliance with human resources and financial prescripts in conjunction with the relevant core units. Render administrative related duties.
- ENQUIRIES APPLICATIONS** : Ms LM Thurtell Tel No: 033 – 3559450
: All applications must be addressed to the Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 07 July 2022

DEPARTMENT OF EDUCATION

Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : should be sent by post for the attention of: Mr. P.B.V. Ngidi, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private

Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200

CLOSING DATE
NOTE

: 01 July 2022
: Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications
Note: The filling of the post 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 employment. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

OTHER POSTS

POST 22/145

: **QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING AND DELIVERY**
REF NO: DOE/10/2022

Branch: Institutional Development Support
Directorate: Infrastructure Planning and Delivery

SALARY
CENTRE
REQUIREMENTS

: R628 014 per annum
: Head Office
: A Bachelor's Degree/ Diploma in Quantity Surveying, Registered as a Professional Quantity Surveyor with SACQSP. Three years' experience post qualification. Valid Drivers' Licence and Computer literate. Competencies: Knowledge and understanding of Education Legislation and Policies Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

DUTIES

: Prepare the Procurement Strategy, Infrastructure Programme Management Plan and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent – referred to as Project Execution Plan v1.Monitor the implementation of Programmes and Projects by the Implementing Agents and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent. Assess departmental projects that qualify for departmental funding assessed.Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department.

ENQUIRIES

: Mr K. Naidoo Tel No. 033 8465533

<u>POST 22/146</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE DELIVERY FINANCIAL MANAGEMENT REF NO: DOE/11/2022</u> Branch: Institutional Development Support Directorate: Infrastructure Delivery
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 249 per annum (Level 09) Pietermaritzburg, Head Office A Bachelor's Degree/ Diploma in Accounting or Economics or Equivalent, couple with 3-5 years supervisory experience. Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. Valid Drivers' Licence and Computer literate. Competencies: Knowledge of PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations. Development.
<u>DUTIES</u>	:	Extract relevant infrastructure project data from BAS and other relevant systems. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme / Project Managers. Assist with the preparation of the financial and performance reports as required by National Departments and Provincial Treasury. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance. Make recommendations on roll-overs of infrastructure projects to the Deputy Director. Update and manage financial commitments in line with approved budgets and cash flow projections the B5 Project List. Update B5 Project List and Budget including budget adjustments and control that any changes are authorised by the Chief Director. Provide written reports to the Budget Section in terms of budget adjustments in formats as prescribed by the budget section. Validate that the Service Providers database is updated correctly by the Finance section.
<u>ENQUIRIES</u>	:	Mr K. Naidoo Tel No: 033 8465533
<u>POST 22/147</u>	:	<u>ADMINISTRATIVE OFFICER: INFRASTRUCTURE REF NO: DOE/12/2022 (X2 POSTS)</u> Branch: Institutional Development Support Directorate: Infrastructure Delivery
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07) Head Office, Pietermaritzburg A Bachelor's Degree or National Diploma in Public Administration, or equivalent qualification with a minimum of 3 – 5 years' experience in Public Administration. Departmental Financial and Human Resources Administrative procedures. Computer literate. A valid driver's license. Competencies: Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005.
<u>DUTIES</u>	:	Administrative programme and project support with the planning of projects. Preparation of agendas and minutes for meetings. Extract and provide data and information from different systems for use by planning professionals in the directorate. Administrative system and procedures. Develop and maintain administrative systems and procedures for the directorate physical resources planning. Provide guidance on the flow of information and documents to and from the directorate physical resources planning. General administrative support. Prepare all the documents, briefings and presentations regarding administrative matters for the directorate. Verify and follow-up on matters/correspondence received from internal and external stakeholders. Financial resources administration. Provide updated knowledge to staff in the directorate regarding internal financial administrative policies and procedures. Prepare and submit financial claims of the directorate. Human resources

administration. Provide updated knowledge and guidance to all staff in the directorate regarding human resources administrative policies and procedures. Prepare and submit all human resources and financial claims of staff in the directorate. Ability to prepare reports, Submissions and presentations. Ability to work with people. Ability to meet deadlines and Work systematically. Ability to source and interpret information and data. Ability to undertake a risk analysis and undertake a risk mitigation strategy.

- ENQUIRES** : Mr. K Naidoo Tel No: 033 846 5533
- POST 22/148** : **ADMINISTRATION OFFICER: OFFICE OF THE DIRECTOR NSNP REF NO: DOE/13/2022 (X1 POST)**
Directorate: National School Nutrition Programme
(1 Year Renewable Contract)
Re-advertised as such candidates that applied before are encourage to re-apply.
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Bachelor's Degree or National Diploma in Public Administration/Financial Management with a minimum of 3 – 5 years' experience in Public Administration. Knowledge of the National School Nutrition Programme or related field. Computer literate. A valid driver's license. Competencies: Knowledge of a variety of work ranges and procedures such as Standards or Procedures and the needs and priorities of stakeholders. Skills : Analytical thinking, Computer Literacy, Financial Management, Change/Diversity Management, Ensuring that Performance Standards remain adequate and that responsibilities are adhered to, Verbal and Written Communication Skills. Attributes: Innovative, Honesty & Integrity, Creativity and Commitment.
- DUTIES** : Liaise with other institutions and individuals and execute commitments with regard to program. Exercise control over all functions and personnel under his/her supervision in order to determine if organizational goals are achieved and taking corrective actions, if deemed necessary. The effective functioning and utilization of personnel by means of effective resource utilization and the application of fair labour practices in order to achieve organizational goals. Supervise the compilation of nomination process to ensure that the required standards have been met. Supervise the receiving, numbering and sorting of defaulting service providers of the National School Nutrition Programme (NSNP) and monitor liaison with Supply Chain Management (SCM) for the initiation of procurement processes. Supervise the compilation of market assessment reports to Supply Chain Management in respect of tenders or quotations for the programme. Supervise the payment queries forwarded to the Office of the Director. Supervise the compilation of BAS analysis report for delayed payments. Check on the advice provided to service providers on compliance requirements regarding delayed payments. Supervise the preparation of all relevant and compliance documents to be submitted to SCM for the preparation of any required specification and exercise control over all functions and personnel reporting to you.
- ENQUIRIES** : Mr K. Nadioo Tel No: 033 8465533

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the following X5 posts of Professional Nurse General (**For Eshowe District Hospital**) with Ref No: PN GEN 1/2022 were advertised in the Public Service Vacancy Circular 21 dated 10 June 2022, The post is withdrawn in terms of Human Resource Management circular 29/2022, which is available on the Department of Health's website.

OTHER POSTS

- POST 22/149** : **CLINICAL MANAGER REF NO: GTN 10/2022 (X1 POST)**
- SALARY** : R1 191 510 per annum, (inclusive package). Other Benefits: 22% Rural Allowance. Commuted overtime.
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 MBCHB degree or equivalent qualification. Current registration certificate with HPCSA as Medical Practitioner. At least (04) four years' experience as a Medical Officer after registration as Medical

Practitioner with the HPCSA. Valid driver's licence code EB Proof of Competence in performing general anaesthesia. Certificate of Service endorsed by HR Department must be attached. Knowledge, skills, Training and Competences required Knowledge of health. Legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of clinical scope as applicable to district hospital. Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.

DUTIES : Management of inpatients including Obstetrics and Gynaecology. Provide management support and co-supervision to all medical officers. Support continuous professional development by information seminars and scheduling external meetings. Chair scheduled clinical governance meetings in the absence of the chairperson. To ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Provide an after hour emergency services. Participate in academic activities of the department and teaching of junior staff. Participate to the running of the obstetrics services in the community referral clinics. Work as a part of team providing districts hospital based Obstetrics and Gynaecology services under consultant guidance.

ENQUIRIES : Dr K.J Gabela Tel No: (033 4139 430) (066) 290 3888
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

FOR ATTENTION : Mr. P Shange
NOTE :

Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidates 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 (GTN 13/2022) must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Coloured Male. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA. Citizens/Permanent residents/Work Permit holders must submit documentary proof together with their applications. NB: Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 01 July 2022

POST 22/150 : **MEDICAL SPECIALIST (OPHTHALMOLOGY) GRADE1-3 REF NO: SPEC/OPHTH 01/2022 (X1 POST)**

SALARY : Grade 1: R1 122 630 - R1 191 510 per annum, (all-inclusive package)
 Grade 2: R1 283 592 - R1 362 363 per annum, (all-inclusive package)
 Grade 3: R1 489 665 - R1 862 412 per annum, (all-inclusive package)
 All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE : Prince Mshiyeni Memorial Hospital – Ophthalmology
REQUIREMENTS : Experience: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Ophthalmology). Certificate of

registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Ophthalmology). Proof of current registration as a Medical Practitioner with HPCSA (2022/2023). Experience: Medical Officer **Grade 1**: No experience required. Medical Officer Grade 2: Further to the minimum requirements mentioned herein, the appointment to a **Grade 2** requires 5 years appropriate experience after registration with HPCSA as a Medical Specialist in a normal Specialty. Medical Officer **Grade 3**: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 10 years appropriate experience after registration with HPCSA as a Medical Specialist in a normal Specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Ophthalmology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal, and decision making qualities. Knowledge of current Health and Policies at Public Institutions.

DUTIES : Run specialty clinics. Provide in-patient and out-patient clinic services. Assist with under-graduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibility Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).

ENQUIRIES : Dr M Aung Tel No: 031 907 8304 / 8317

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060

FOR ATTENTION : Mrs TZ Makanya

NOTE : The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. The applicants' training, qualifications, competencies, knowledge and experience Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male / Female, White Male / Female and Coloured Male are encouraged to apply for the post.

CLOSING DATE : 01 July 2022

POST 22/151 : **SPECIALIST: GRADE 1, 2 OR 3 – (ANAESTHESIA AND ICU) REF NO: PSH 03/2022 (X2 POSTS)**

SALARY : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE : Port Shepstone Hospital

REQUIREMENTS : **Grade 1** No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist **Grade 2** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. **Grade 3** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application Senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist. Current HPCSA Registration card 2022 /2023. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Anaesthesia. In the event that a candidate who is eligible for subspecialist registration has not received their registration and is successful in his/her application for the post, the appointment will be as a specialist at their current salary level. Proof of current registration certificate with the HPCSA as a Specialist Anaesthetist. Knowledge, Skills and Experience Sound clinical knowledge and experience of procedures and

protocols in ICU. Good verbal and written communication skills, leadership and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence, ethics and quality care. The ability to function in a multi-disciplinary team. Knowledge of current Health and Public Service Legislation, regulations and Policies. Sound supervisory and leadership skills. Ability to function as a part of multi-disciplinary team. Ability in Program planning, implementation and evaluation. Specialist knowledge of the clinical principles and procedures relating to Anaesthesia. Broad clinical experience, including good knowledge of Intensive Care Good communication and interpersonal skills.

DUTIES : Ensure an optimal Anaesthesia and ICU service. Assist the Head: Clinical Unit in the development of management protocols / policies for the department. Provide Anaesthesia and ICU clinical care and oversight as expected of a specialist in the field. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, junior doctors, interns, nurses and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the district. Supervise, teach and assess interns and medical students. Performance of overtime duties (including a shift work roster) is a requirement.

ENQUIRIES : Dr VL Moses or Dr P B Dlamini Tel No: (039) 688 6000
APPLICATIONS : Instructions To Applicant Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

FOR ATTENTION : Mr. ZM Zulu
NOTE : Directions to Candidates: Application for employment, fully completed Z83, detailed Curriculum Vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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 verification

CLOSING DATE : 01 July 2022 at 16h00

POST 22/152 : **DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITALS) REF NO: AMAJ01/2022**
 Component Integrated District Health System Development Service

SALARY : R856 272 per annum. Other Benefits Rural allowance on a claim basis
CENTRE : Amajuba Health District Office
REQUIREMENTS : Appropriate B Degree/ National Diploma or equivalent qualification I Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General nursing plus At least 5 years of the period referred to above must be appropriate /recognizable experience at management level plus. Current SANC receipt must be attached. Valid code EB Driver's License (code8). Proof of current and previous work experience endorsed and stamped by Human Resources. Recommendations Computer certificate: MS Office Software application (Attach Proof) Qualification I Management will be an added recommendation. Knowledge, Skills, Behavioural Attributes and Competencies Required Ability to think critically in difficult situation. Sound project management skill. Strong communication and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning framework. Ability to prioritize issues and other work related matters and comply with the time frames. Proven initiative decisiveness, dedication and the ability to acquire new knowledge swiftly. Computer literacy.

DUTIES : Provide strategic leadership in the provision of PHC services and Clinical Health Programmes to all levels health care system within the District. Develop and cost Health Programs and Primary Care plans. Ensure that Health

Programs are effectively and efficiently managed. Monitor and evaluate the quality of services in relation to Primary Health Care and Health Programs. Distributes Health Program resource equitably. Actively participate in the programs data analysis, interpretation and management thereof. Provide leadership for the Health Programme Management Team in order to ensure the delivery of high quality health care Ensure good governance in a health programmes and community participation which includes effective functioning Clinic Communities. Monitor implementation of quality clinical client and management within the District. Monitor staff levels and ensure the effective recruitment of competent personnel and implement retention strategies. Assess Health Programmes services needs for staff development. Ensure effective and efficient integration of Health programmes. Convey a clear vision of transformation and oversee the transformation process within the Clinical Health Programme setting. Ensure active participation in all community poverty alleviation activities with specific emphasis in Operation Sukuma Sakhe. Develop and ensure the implementation of National, Provincial and District Policies and legal prescripts .Monitor and control the Health Program budget. Ensure effective stakeholder involvement and engagement on health related programs (DAC&DHC) Ensure implantation and monitoring of audit improvement plans. Facilitate and monitor the implementation of transversal projects activities. Facilitate the implementation of PHC re-engineering.

ENQUIRIES : Mrs. C.M Khumalo Tel No: 034 328 7006
APPLICATIONS : All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION : Mr V.J Khumalo
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other 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 the 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 recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. 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 due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply

CLOSING DATE : 01 July 2022

POST 22/153 : **MEDICAL OFFICER GRADE 1&2 REF NO: GTN 11/2022 (X1 POST)**
SALARY : Grade 1: R833 523 – R897 939 per annum
Grade 2: R953 049 – R1 042 092 per annum
Other Benefits: 22% Rural Allowance. Commuted overtime

CENTRE : Greytown Hospital
REQUIREMENTS : Senior Certificate /Grade 12. An appropriate tertiary qualification (MBCHB). Full current registration with the HPCSA as a Medical Practitioner. Completion of Community Service if applicable. Certificate of Service endorsed by HR Department must be attached. **Grade 1:** No experience **Grade 2:** Applicants must have completed five (05) years after registration with the HPCSA as a Medical Practitioner with at least three (03) years of appropriate anaesthetic experience. Knowledge, skills, Training and Competences required Sound working knowledge and clinical skills in management of patients at a district

		level. Sound working knowledge of all basic medical disciplines to allow for accurate diagnosis and appropriate management of clinical problems with specific emphasis on anaesthesia.
<u>DUTIES</u>	:	Effective running of a district level of OPD and inpatient service. Appropriate examination, diagnosis and treatment of patients. Helping to supervise and train junior medical staff. Participation in Quality Improvement Programmes. Participation in the in-service training programme. Compulsory participation in Group 3 overtime. Any other duties as assigned by the Medical Manager. After-hours calls as instructed by the Medical Manager.
<u>ENQUIRIES</u>	:	Dr K.J Gabela Tel No: (033 4139 430)/ (066 290 3888)
<u>APPLICATIONS</u>	:	Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
<u>FOR ATTENTION</u>	:	Mr. P Shange
<u>NOTE</u>	:	Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidates 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 (GTN 13/2022) must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Coloured Male. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA. Citizens/Permanent residents/Work Permit holders must submit documentary proof together with their applications. NB: Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	01 July 2022
<u>POST 22/154</u>	:	<u>MECHANICAL ENGINEER GRADE A, B AND C REF NO: DPKISMH 29/2022 (X1 POST)</u> Component: Facilities Management
<u>SALARY</u>	:	Grade A: R728 829 - R777 771 per annum, (all-inclusive salary package) Grade B: R821 775 - R885 303 per annum, (all-inclusive salary package) Grade C: R939 621 – R1 106 814 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate, Degree in Mechanical Engineering, Must have at least two years' post-qualification experience in operation and maintenance of machinery in the class he or she is required to supervise. Compulsory registration with ECSA as a Professional Engineer (Mechanical Engineering), Three years post qualification engineering experience required, unendorsed valid Code B driver's license (Code 08), Computer literacy. Knowledge and experience on Information Technology based operations and maintenance. Knowledge and experience on maintenance standard for movable immovable assets. Certificate of Service endorsed by Human Resource Department must be attached. Recommendation(S): Working Experience in a public health facility will be highly recommended NB: Please note that there is no direct appointment to Grades B and C. The candidate will only progress to the next grade through performance assessment. Candidates who are already on grades B and C are free to apply for this post Knowledge, Skills and Competencies Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards Knowledge of related policies, directives and legislations. Applying Expertise and Technology. Adhering to Principles and Values. Deciding and Initiating Action. Delivering Results and Meeting Customer Expectations. Writing and Reporting.

Formulating Strategies and Concepts. Planning and Organising. Presenting and communicating Information. Analysing, Learning and Researching, Creating and Innovation, Relating and Networking.

DUTIES : Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or indirect engineering services for the attainment of organisational objectives. Provide effective engineering and project management services. Undertake research. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile Mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures where necessary. Oversee implementation and commissioning of mechanical engineering installations.

ENQUIRIES : Mr LS Latchminarain Tel No: (031) 530 1407
APPLICATIONS : Applications Must Be Forwarded To: The Acting Deputy Director: Human Resources Dr Pixley Ka Isaka Seme Memorial Hospital Private Bag X11 KwaMashu 4360 Or Hand delivered to 310 Bhejane Street (Hospital Gate number 3) KwaMashu

FOR ATTENTION : Mrs K Kistasamy
NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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 : 01 July 2022

POST 22/155 : **HEAD OF DEPARTMENT: PSYCHIATRIC NURSING AND SOCIAL SCIENCE (PND3) REF NO: PSNC01/2022 (X1 POST)**

SALARY : R588 390 per annum (PND3). Other benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Nursing Campus
REQUIREMENTS : Senior Certificate/Grade 12 PLUS, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Proof of Current Registration 2022 with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accoucher, Community and Psychiatric Nurse. Post Basic qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/

recognizable experience in Nursing Education after obtaining the 1 year post-basic qualification in Nursing Education. An unendorsed valid RSA Drivers Licence (Code EB) N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Recommendations: Masters' Degree, Basic Computer Literacy; A post-registration qualification in Nursing Management/Nursing Administration/Health Service Management Knowledge, Skills and Experience In depth knowledge of Psychiatric Nursing. Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks within the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES : Co-ordinate provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical area. Oversee supervision of students. Collaborate with other stake holders and build a sound relationship within the department. Supervise staff within the Psychiatric department. Develop and ensure implementation of quality improvement programs. Implement employee management and development systems. Maintain all clinical records and reports of students. Development and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college

ENQUIRIES : Miss N.T Ndlela Tel No: (039) 315 5322

APPLICATIONS : Applications should be posted to: The Registrar, Port Shepstone Nursing Campus, Private Bag X719, Port Shepstone 4240.

FOR ATTENTION : Mr. P.E Mtshali

NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications Application for employment fully completed (Z83) and detailed Curriculum Vitae.

CLOSING DATE : 01 July 2022

POST 22/156 : **OPERATIONAL MANAGER NURSING (SPECIALITY) REF NO: NDW /OMN/02/22 (X1 POST)**

SALARY : R571 242 per annum. Other Benefits 13TH Cheque, Medical Aid: Optional, Housing Allowance (employee must meet prescribed requirements) & 8% rural allowance.

CENTRE : Ndwedwe CHC (Maternity Department)

REQUIREMENTS : Senior Certificate STD 10/Grade 12, Registration with SANC as General Nurse and Midwifery Degree /Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a professional Nurse A post basic qualification in Advance Midwifery and Neonatal Nursing Science A minimum of (9) nine years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing and Midwifery, of which five (5) years must be recognizable experience in Obstetrics & Gynecology after obtaining one (1) year post basic qualification in Advance Midwifery and Neonatal Nursing Science Current registration with the South African Nursing Council (2022) A valid driver's license Certificate of Service from current and previous employers endorsed by the Human Resource Department. Knowledge, Skills and Competencies Required: Knowledge and insight into nursing process and procedures Good communication and interpersonal skills and ability to function well within a

<u>DUTIES</u>	:	team. Knowledge of nursing statutes and other relevant Public Service Act/legislations. Decision making and problem solving skills Interpersonal skills in dealing with conflict management Ability to uphold high level of confidentiality. Supervisory and analytical thinking skills Stress tolerance, flexibility, accountability, empathy and ability to communicate constructively.
	:	To provide quality patient care Ensure to keep accurate records Compile monthly unit statistics Advocate for patients in facilitating proper treatment care, and adherence to patient rights Character and Batho Pele Principle. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information Provide effectiveness management and professional leadership ensuring that ward are organised and covered with professional staff. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI, PPIP, all neonatal programmes and nerve centre. Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures. Maintain client satisfaction through monitoring and setting of service delivery Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures.
<u>ENQUIRIES</u>	:	Mrs. NS Langa Tel No: 032 532 3050
<u>APPLICATIONS</u>	:	All applicants should be forwarded to: The Chief Executive Officer Ndwedwe CHC Private Bag x 528, Ndwedwe, 4342
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za .The reference number must be indicates 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". 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 the shortlisted candidates will be required to submit certified documents on or before the date of the interview. NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	06 July 2022
<u>POST 22/157</u>	:	<u>OPERATIONAL MANAGER NURSING REF NO: NDW /OMN/03/22 (X1 POST)</u> Component: MOPD & Acute Stream
<u>SALARY</u>	:	Grade 1: R571 242 - R642 933 per annum. Other Benefits: Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque.
<u>CENTRE</u>	:	Ndwedwe CHC
<u>REQUIREMENTS</u>	:	Senior certificate/Matric or equivalent Plus Basic R425 qualification – Diploma/Degree in General Nursing & Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse & PHC Nurse (2022 SANC receipt) 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/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Proof of work experience (Certificate of service) endorsed by Human Resource department Certificate of service from current/ previous employers stamped and signed Valid driver's licence Recommendations Computer Literacy Knowledge, Skills And Competencies

Required Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right's Charter, Batho Pele Principles. Sound knowledge of Labour Relations Act. Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy.

DUTIES : Ensure implementation of comprehensive Primary health care package and quality nursing services. Participate actively in NCS and Ideal Clinic committees and ensure implementation of standards. Work as part of multidisciplinary team to ensure good nursing care Ensure effective control of financial, material and human resources. Demonstrate effective communication with patients, community and with multidisciplinary team Participate in the analysis and formulation of nursing policies and procedures Provide direct and indirect supervision of all staff within institution. Monitor implementation and performance of NCD's indicators on daily, weekly and monthly basis. Participate in Mortality and morbidity committee and ensure improvement in patient care. Ensure that staff is orientated, mentored and developed to provide quality patient care. Ensure monitoring, management and control of absenteeism. Ensure that patients are nursed in a safe and therapeutic environment. Ensure that discipline and professionalism is instilled and maintained. Participate in activities aimed at fully integrating all services to the main stream of health care services within the sub district.

ENQUIRIES : Mrs.NS Langa Tel No: 032 532 3050
APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer Ndwedwe CHC Private Bag x 528, Ndwedwe, 4342

FOR ATTENTION : Human Resource Manager
NOTE : Directions To Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za.The reference number must be indicates 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". 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 the shortlisted candidates will be required to submit certified documents on or before the date of the interview. NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 06 July 2022

POST 22/158 : **OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHMEADOW 01/2022 (X1 POST)**

SALARY : R571 242 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE : ST Andrews Hospital – Meadowsweet 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 EPMSD. 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>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae. 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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>	:	01 July 2022
<u>POST 22/159</u>	:	<u>OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHMBOTHO 02/2022 (X1 POST)</u>
<u>SALARY</u>	:	R571 242 per annum. Other Benefits: 13 th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
<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.

DUTIES : 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 EPMS. 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.

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 : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae. 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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 : 01 July 2022

POST 22/160 : **OPERATIONAL MANAGER (PHC) REF NO: EZAK 1/2022 (X1 POST)**

SALARY : Grade 1: R571 242 – R642 933 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance

CENTRE : Ezakheni E Clinic
REQUIREMENTS : Basic Education /Grade 10. Degree / Diploma or equivalent qualification that allow registration with the South Africa Nursing Council as a Professional Nurse .Proof of current registration with SANC (2022 receipt) as a professional nurse. A minimum of 09 years appropriate /recognizable experience after

registration as a Professional Nurse in the said specialty. At least 5 years of period referred to above must be recognizable experience after obtaining the 1 year Post Basic qualification in Primary Health Care Proof of previous and current work experience endorsed and stamped by Human resource Department. Certificate Of Service Endorsed By Hr Is Required. Knowledge, Skill, Training And Competencies Required. Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act , Patient right' s charter , Batho-Pele principles , Public service regulations act , Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES

: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment .Ensure monitoring and evaluation of staff performance through the EPMSD system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
01 July 2022

CLOSING DATE

:

POST 22/161

:

RADIATION ONCOLOGY RADIOGRAPHER REF NO: GS 22/22 (X1 POST)
Component: Radiation Oncology Department

SALARY

:

Grade 1: R401 640 per annum
Grade 2: R473 112 per annum
Grade 3: R557 301 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

CENTRE REQUIREMENTS

:

Greys Hospital, Pietermaritzburg
Grade 1: 4 years appropriate experience after registration with HPCSA. **Grade 2:** 14 year's appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography **Grade 3:** 24 year's appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed Titled as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Specialty). Senior certificate / Grade 12 National Diploma / Degree in Radiotherapy Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer The Employment Equity Target for this post is: African Male, Indian Male, White Male, Coloured Male: Knowledge, Skills and Experience: Basic/sound knowledge of radiotherapy treatment planning Sound Knowledge of treatment delivery principles and procedures Knowledge of radiation equipment, protection and quality assurance programs Ability to plan and organize resources Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills Knowledge of radiation control and safety measures Knowledge of Oncology procedures, equipment and protocols.

DUTIES

:

Undertake all areas of basic and advanced radiation treatment planning Accurately interpret planning directives and deliver radiation to the patient Operate and care for all major equipment and accessories in the department Maintain patient care, quality and standards for the division Perform administrative duties related to the management of your allocated division Provide holistic physical and psychological support for patient and their family Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system Training of Radiotherapy students allocated to work with you in your respective division.

ENQUIRIES APPLICATIONS

:

Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415

:

Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE

:

Mrs M Chandulal

:

Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae.

CLOSING DATE

:

01 July 2022

POST 22/162

:

CHIEF ARTISAN REF NO: PSH 01/2022 (X1 POST)

SALARY

:

R392 283 per annum. Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS

:

Port Shepstone Regional Hospital

:

Grade 12 or NTS 2 Appropriate Trade Test Certificate in all trades (Electrical, Building, Plumbing, Mechanical, Fitter) in term of provisions of section 13 (2) (h) of the Manpower Training ACT OF 1981 Ten (10) years post qualification experience as an Artisan / Artisan Foreman Valid code 08 drivers licence and Own Transport Knowledge, Skills And Experience Sound knowledge of the occupational health and safety act, Public Finance Management Act and Treasury Regulations and Practice Notes. Good communication skills, interpersonal skills, negotiation and planning. Technical and practical skills and

experience of the trade. Good knowledge of hospital plant and machinery, equipment, pumps and air condition, as well as gas applications and gas equipment. General repairs, maintenance, testing AC welding and gas. Sound problem solving skills Safe working procedures, isolation procedures as stipulated by the OHS act. Exposure in Project Management and Programme Management. Computer Literacy: MS Office Software Package.

DUTIES

: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities Provide technical & specialized engineering support to all trades within the institution ensuring compliance with the OHS act. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification. Manage artisans and related personnel and assets in terms of their job outputs and related tasks and determine performance standards for the different trades in the Maintenance Section. Manage human resources effectively & efficiently and promote sound labour relations. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical 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. Control and monitor expenditure according to budget to ensure efficient cash flow management. Implement and monitor the maintenance department internal audit system in order to exercise financial control over allocated budget. Maintain standards on plant control networks for the different trades whilst ensure their cost effectiveness Research/literature studies on technical/engineering technology to improve expertise and Liaise with relevant bodies/councils on technical/engineering-related matters Oversee the maintenance of a portfolio of buildings Develop quality control protocols to ensure that artisan services function according to required standards and indicators The incumbent will be expected to do Standby duties, work overtime and extended hours.

ENQUIRIES
APPLICATIONS

: Mr DG Gounden Tel No: (039) 688 6111
: Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.

FOR ATTENTION
NOTE

: Mr. ZM Zulu
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Only shortlisted candidates will submit certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence .The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. 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. Only shortlisted applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on the day of the interview. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof after they have been 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply. Application for employment, fully completed Z83, detailed Curriculum Vitae **NB:** Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the

Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

- CLOSING DATE** : 01 July 2022
- POST 22/163** : **CLINICAL NURSE PRACTITIONER REF NO: GTN 12/2022 (X8 POSTS)**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
(Other benefits: 13th cheque, plus 12% rural allowance, Medical aid (Optional).
- CENTRE** : Greytown Hospital (Ntembisweni Clinic (X2 Posts)
Amatimatolo Clinic (X2 Posts)
Muden Clinic (X2 Posts)
PHC Mobile 3 (X1 Post)
Eshane Clinic (X1 Post)
- REQUIREMENTS** : Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Midwifery. Diploma/ Degree in General Nursing Plus 1 year post basic qualification in Primary Health Care and Midwifery. Current registration with SANC. 2022 SANC Annual practicing certificate (2022 receipt). Proof of current and previous work experience endorsed and stamped by Human Resources Manager (must be attached). Knowledge, skills, Training and Competences 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 organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. 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. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
- ENQUIRIES** : Ms. B.N Mawela Tel No: (033 4139 400)
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
- FOR ATTENTION** : Mr. P Shange
- NOTE** : Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidates 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 (GTN 13/2022) must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Coloured Male. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing

date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA. Citizens/Permanent residents/Work Permit holders must submit documentary proof together with their applications. NB: Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 01 July 2022
- POST 22/164** : **PROFESSIONAL NURSE - SPECIALTY REF NO: GS 23/22 (X1 POST)**
(Trauma Nursing)
Component: Nursing
- SALARY** : Grade 1: R388 974 – R450 939 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R478 404 - R588 390 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: **Grade 1** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Trauma Nursing Science. **Grade 2** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Matric/ Senior Certificate or equivalent qualification Degree/Diploma in General Nursing Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Trauma Nursing Science Current registration with South African Nursing Council The Employment Equity Target For This Post Is: African Male, Indian Male, White Male, Coloured Male Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- ENQUIRIES APPLICATIONS** : Mrs TB Mathonsi Tel No: 033-897 3331
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae.
- CLOSING DATE** : 01 July 2022

POST 22/165 : **PROFESSIONAL NURSE- SPECIALTY REF NO: GS 24/22 (X1 POST)**
 (Child Nursing Science)
 Component: Nursing

SALARY : Grade 1: R388 974 – R450 939 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
 Grade 2: R478 404 - R588 390 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE REQUIREMENTS : Grey's Hospital, Pietermaritzburg
 : **Grade 1** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Child Nursing Science. **Grade 2** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Child Nursing Science. Current registration with South African Nursing Council The Employment Equity Target For This Post Is: African Male, Indian Male White Male, Coloured Male Knowledge, Skills and Experience Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

ENQUIRIES APPLICATIONS : Mrs TB Mathonsi Tel No: 033-897 3331
 : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

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

CLOSING DATE : 01 July 2022

POST 22/166 : **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 03/2022 (X1 POST)**

SALARY : Grade 1: R388 974 per annum
 Grade 2: R478 404 per annum
 Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Elim 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.

DUTIES : 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. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

ENQUIRIES : Mrs VV Ncume Tel No: 039-4331955 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 : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae. 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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 : 01 July 2022

POST 22/167 : **CLINICAL NURSE PRACTITIONER REF NO: SAHMBOTHO 04/2022 (X1 POST)**

SALARY : Grade 1: R388 974 per annum
 Grade 2: R478 404 per annum
 Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : ST Andrews Hospital: Mbotho 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

: 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. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

ENQUIRIES

: Mrs VV Ncume Tel No: 039-4331955 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
NOTE**

: Human Resource Manager

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae. 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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

: 01 JULY 2022

POST 22/168

: **CLINICAL NURSE PRACTITIONER REF NO: SAHSANT 05/2022 (X1 POST)**

SALARY

: Grade 1: R388 974 per annum

Grade 2: R478 404 per annum

Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: ST Andrews Hospital: Santombe 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

- DUTIES** : 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. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.
- ENQUIRIES** : Mrs VV Ncume Tel No: 039-4331955 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** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae. 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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** : 01 July 2022
- POST 22/169** : **CLINICAL NURSE PRACTITIONER – SCHOOL HEALTH SERVICES REF NO: SAHMBOTH0 07/2022 (X1 POST)**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Mbotho 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** : 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. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

**ENQUIRIES
APPLICATIONS**

: Mrs VV Ncume Tel No: 039-4331955 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.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae. 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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

: 01 July 2022

POST 22/170

: **CLINICAL NURSE PRACTITIONER (NTUMENI CLINIC) REF NO: MBO 05/2022) (X1 POST)**

SALARY

: Grade 1: R388 974 - R450 939 per annum
: Grade 2: R478 404 – R588 390 per annum

**CENTRE
REQUIREMENTS**

: Mbongolwane District Hospital
: Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC.A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Proof of previous and current work experience written by supervisor. Attach certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES

: 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. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material 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 community. Assist in data management.

Ensure pharmaceutical management. Assist in the management of mother and child programmes.

ENQUIRIES : Mrs SI Mkhwanazi Tel No: 035 4766242

APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital

FOR ATTENTION : Human Resource Manager

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 - most recent one) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 04 July 2022

POST 22/171 : **LECTURER PND1/PND2 (POST GRADUATE DIPLOMA IN PRIMARY CARE NURSING: R.635) REF NO: PSNC02/2022 (X2 POSTS)**

SALARY : R388 974 per annum (PND1)
R478 404 per annum (PND2)
12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) other benefits

CENTRE : Port Shepstone Nursing Campus

REQUIREMENTS : Senior Certificate/Grade 12 PLUS, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse PLUS, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care(R.48) PLUS, A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS, Proof of Current Registration with the South African Nursing Council (SANC) 2022 PLUS, Unendorsed valid Code EB driver's licence (code 08). A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of grade 1 PND 1) Or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) N.B.: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Recommendations: Master's degree. A minimum of six months clinical experience in Primary Health Care Nursing. Knowledge, Skills and Experience Have in-depth knowledge of procedures and processes related to Primary health care nursing. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

- DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Coordinate the implementation of R.635 programme (Primary Care Nursing) including teaching and learning and assessment of R171 and R425 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.
- ENQUIRIES** : Miss NNT Ndlela Tel No: (039) 315 5322
- APPLICATIONS** : Applications should be posted to: The Registrar, Port Shepstone Nursing Campus, Private Bag X719, Port Shepstone 4240.
- FOR ATTENTION** : Mr. PE Mtshali
- NOTE** : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications Application for employment fully completed (Z83) and detailed Curriculum vitae.
- CLOSING DATE** : 01 July 2022
- POST 22/172** : **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: EKU 01/2022 (X1 POST)**
- SALARY** : Grade 1: R388 974 - R450 939 per annum
Grade 2: R474 04 – R588 390 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance
- CENTRE** : Ekuvuken PHC
- REQUIREMENTS** : Senior certificate or Grade 12. Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General nursing and Midwifery (2022). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge; Skills and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.
- DUTIES** : Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures.

Improve perinatal mortality and morbidity through implementation of priority programmes e.g EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDs evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts .Promotes Nursing Ethics and advocates for professionalism.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 01 July 2022

POST 22/173

: **LECTURER PND1/PND2 (ADVANCED DIPLOMA IN MIDWIFERY: R.1497)
REF NO: PSNC 03/2022 (X2 POSTS)**

SALARY

: R388 974 per annum (PND1)
 R478 404 per annum (PND2)
 Other Benefits 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Port Shepstone Nursing Campus
 : Senior Certificate/Grade 12 PLUS, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Proof of Current Registration 2022 with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accoucher, and Community Nurse. A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS, A post registration qualification in Midwifery Nursing Science PLUS, Proof of Current Registration with the South African Nursing Council (SANC) 2022 PLUS, A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Unendorsed

valid Code EB driver's licence (code 08) N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading).Recommendations: Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science (R.212).A minimum of six months clinical experience in Midwifery/ maternity department Master's Degree. Knowledge, Skills and Experience Have in-depth knowledge of procedures and processes related to Midwifery practice. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Coordinate the implementation of R.1497 programme (Advanced Diploma in Midwifery) including teaching and learning and assessment of R171 and R425 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students

ENQUIRIES : Miss N.T Ndlela Tel No: (039) 315 5322

APPLICATIONS : Applications should be posted to: The Registrar, Port Shepstone Nursing Campus, Private Bag X719, Port Shepstone 4240.

FOR ATTENTION : Mr. P.E Mtshali

NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications Application for employment fully completed (Z83) and detailed Curriculum vitae.

CLOSING DATE : 01 July 2022

POST 22/174 : **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: ROC 01/2022 (X1 POST)**

SALARY : Grade 1: R388 974 - R450 939 per annum
Grade 2: R474 04 – R588 390 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance

CENTRE : Rockcliff Clinic
REQUIREMENTS : Senior certificate or Grade 12. Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General nursing and Midwifery (2022). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be

appropriate/ recognizable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge; Skills and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES : Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDS evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts .Promotes Nursing Ethics and advocates for professionalism.

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

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

CLOSING DATE : 01 July 2022

POST 22/175 : **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: LIME 01/2022 (X1 POST)**

SALARY : Grade 1: R388 974 - R450 939 per annum
 Grade 2: R474 04 – R588 390 per annum
 Other Benefits 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance

CENTRE : Lime Hill Clinic

REQUIREMENTS

: Senior certificate or Grade 12. Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General nursing and Midwifery (2022). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge; Skills and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES

: Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDs evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts .Promotes Nursing Ethics and advocates for professionalism.

ENQUIRIES

: Ms Y.T Ndebele Tel No: 036 637 9600

APPLICATIONS

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

FOR ATTENTION

: Mr S.D.Mdletshe

NOTE

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

employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
01 July 2022

CLOSING DATE

POST 22/176

ASSISTANT DIRECTOR: FINANCE REF NO: STC 2/2022 (X1 POST)

SALARY

R382 245 per annum, Plus Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (employee must meet prescribed conditions) Medical Aids (optional)

CENTRE

ST Chads CHC

REQUIREMENTS

Senior Certificate (Grade 12). Bachelor's Degree / National Diploma in Finance or Cost and Management Accounting Plus. 3 years of supervisory experience in financial field. Proof of experience should be attached to the application (Confirmation of service on official letters from previous/current employers, signed and stamped by HR). Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Valid Driver's license (Minimum code EB). Knowledge, Skill, Training and Competencies Required: Good knowledge of Public Finance Management Act, Supply Chain Management Framework. Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations. Solid experience in budgeting, financial planning & analysis, asset management, Vulindlela and Basic Accounting System (BAS). Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Skills: Decision-making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative & analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.

DUTIES

Ensure that the budget is aligned to the Department Strategic Plans and CHC business plans. Monitor and interpret cash flows and report on financial projections CHC management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for the Sub-District. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure appropriate management and utilisation of resources allocated to the component. Ensure regulations /procedures and proper internal control / SOP'S are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component and SCM. Ensure compliance with Risk Management Policies. Ensure affective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.

ENQUIRIES

CEO) SE Mnguni Tel No: 036 637 9600

APPLICATIONS

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

FOR ATTENTION

Mr S.D.Mdletshe

NOTE

The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not

been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE

: 01 July 2022

POST 22/177

: **ASSISTANT DIRECTOR: FINANCE REF NO: AMAJ03/2022**
Component: Finance Management Directorate

SALARY

: R382 245 – R450 255 per annum (Level 09)

CENTRE

: Amajuba Health District Office

REQUIREMENTS

: Senior Certificate (Grade 12). Bachelor's Degree / 3 years National Diploma in Finance or Accounting with financial accounting/accounting as major subject Plus.3-5 years of supervisory experience in financial section. Proof of experience should be attached to the application. (Certificate of service of official letters of service from previous /current employers with detailed key result areas, signed and stamped by HR. Applications in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Recommendations Valid Driver's License. (Minimum code EB Knowledge, Skills, Behavioural Attributes and Competencies Required Good knowledge of Public Finance Management Act, Supply Chain Management Framework. Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations. Solid experience in budgeting , financial planning & analysis , asset management, Vulindlela and Basic Accounting System (BAS).Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Skills: Decision –making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative & analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.

DUTIES

: Ensure that the budget is aligned to the Departmental Strategic Plans and business plan and procurement plan Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District Office, EMS &Forensic mortuaries. Take effective and appropriate steps to ensure maximum collection of revenue due to District Office, EMS &Forensic mortuaries. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District Office, EMS &Forensic mortuaries. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure appropriate management and utilization of resources allocated to the component. Regulations /procedures and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings. Assist Managers and clinical staff within the institution to implement central cost structures i.e cost centres. Actively assist Managers with budgetary control and the management of budget variances. Ensure compliance with Risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation-2-.Ensure clearance of suspense accounts. Payroll management. Authorize financial transactions on BAS.

ENQUIRIES

: Mrs. S.Y Masango Tel No: 034 328 7014

APPLICATIONS

: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag

		X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle.
<u>FOR ATTENTION NOTE</u>	:	Mr V.J Khumalo
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other 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 the 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 recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. 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 due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.
<u>CLOSING DATE</u>	:	01 July 2022
<u>POST 22/178</u>	:	<u>HEALTH AND SAFETY REF NO: STC 1/2022 (X1 POST)</u>
<u>SALARY</u>	:	R321 543 per annum, Plus Other Benefits: 13 th Cheque, Medical Aid (optional), Home Owner Allowance (employee must meet prescribed conditions) Medical Aids (optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Chads CHC
	:	Senior Certificate (grade 12). Degree /National Diploma in Health Sciences / Engineering /Environmental Health. 3-5 years' experience working as Safety Officer. Valid Code B Driver's License. Recommendation: Samtrac. Knowledge, Skill, Training and Competencies Required: Knowledge and skills in managing quality improvement programs. Extensive knowledge of legislation pertaining to Health and Safety. Report writing skills. Ability to identify, control, monitor and investigate hazards/accidents. Knowledge of OHS Act 85 of 1993 and COID Act 130 of 1993. Good communication skills.
<u>DUTIES</u>	:	To ensure quality management procedures are in place for safety by developing quality improvement plans as well as Health and Safety policies and procedures tools and manuals. To ensure quality audits functions are carried out for the CHC. To ensure safety statistic are analysed, interpreted, reported and captured. To ensure the delegated management and administrative functions are carried out correctly and timely in order for health and safety to function in the CHC. To investigate all types of accidents, compile reports related to accidents and to design tool prevent future accidents. Attend to disaster management committee, building site meeting and all other relevant meetings. To ensure compliance on OHS Act in all the clinics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr.L.B Ngubane Tel No: 036 637 9600.
	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<u>FOR ATTENTION NOTE</u>	:	Mr S.D.Mdletshe
	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies

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

- CLOSING DATE** : 01 July 2022
- POST 22/179** : **PROFESSIONAL NURSE GENERAL STREAM REF NO: SAHELIM 05/2021 (X1 POST)**
- SALARY** : Grade 1: R260 760 per annum
Grade 2: R320 703 per annum
Grade 3: R388 974 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital – Elim Clinic
: **Grade 1:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. **Grade 2:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 20 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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** : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. 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 and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
- ENQUIRIES APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Manager

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae. 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 must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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

: 01 July 2022

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

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 01 July 2022
- NOTE** : FOR SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Note: Applicants are advised that a new application for employment (Z83) form has been in effect since 1 January 2021. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form will lead to disqualification of the application during the selection process. Applications should be submitted on the new employment (Z83) form, which can be downloaded at www.dpsa.gov.za/vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and a detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Correspondence will be limited to successful candidates only. Failure to sign the Z83 and to submit the required documents will result in the application not being considered.

MANAGEMENT ECHELON

<u>POST 22/180</u>	:	<u>CHIEF DIRECTOR CORPORATE SERVICES REF NO: NCPT/2022/02</u>
<u>SALARY</u>	:	R1 269 951 – R1 518 396 per annum (Level 14), (TCE Package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Degree: (NQF/7) in Human Resource Management / Public Management or related fields. A minimum of 5- 10 year's relevant experience at a Senior Managerial level within Human Resource Management, Operational Management or Administrative Support Functions in the Public Sector. A valid driver's license. Skills & Knowledge: Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision making. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Financial management and formal presentation skills.
<u>DUTIES</u>	:	Manage the administration of HRM policies, procedures and programmes: Oversee and monitor the implementation and reviewing of HRM policies. Present to the departmental committee / meetings of all HRM matters. Monitor the implementation of Organizational Efficiency. Monitor the implementation of HR plan and EE plan. Ensure the implementation of Employee Health and Wellness programmes in the department. Monitor the development and the implementation of HRD strategy and Workplace skills plan. Monitor the implementation of EPMDS procedures and policies. Manage the implementation of Corporate Support Services in the department: Monitor the implementation of sound Legal and Labour Relations Services. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Manage and monitor the provision of Special programmes in the department. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate, e.g. Facilities, and security management. Manage records management services. Ensure provision of fleet management services. Strategic management of the Chief Directorate: Develop strategic priorities of the Chief Directorate. Develop operational plans for the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual reports, Portfolio Committees, Budget speeches, Annual Performance plans. Advise and guide the HOD on matters relating to Corporate Services: Coordinate the development of HRM delegations. Recommend on discipline, grievances and disputes. Recommend on payment of merit awards. Recommend appointment of Departmental staff as per HRM delegations. Manage resources in the Chief Directorate: Financial resources. Manage human resources in the Chief Directorate and maintain discipline. Manage training and development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions. Manage Asset Management.
<u>ENQUIRIES</u>	:	Dr. M. Gasela Tel No: 053 830 8277
<u>POST 22/181</u>	:	<u>DIRECTOR CORPORATE SUPPORT REF NO: NCPT/2022/03</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176.per annum (Level 13), (TCE Package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Degree: (NQF/7) in Public Management / Law. Relevant post graduate qualification will be an added advantage. 5 years' experience performing Corporate Support functions at middle management level (Deputy Director). Extensive experience on wider public service legislation. A valid driver's license. Skills & Knowledge: Knowledge of Strategic management and Leadership, programme and project management, change and knowledge management, planning and organizing skills, report writing, communication skills, organizational skills, leading and controlling skills, decision making and networking skills, Leadership and Team building skills, analytical problem solving skills, policy analysis and development, financial management skills,

formal presentation skills, facilitation skills and conflict management, people and change management skills, computer literacy (MS word, excel, powerpoint). Understanding of PSIRA requirements and related legislation, Understanding of IT Legislation and regulations, Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, OHS Act, BCEA, National Archives Act, PSCBC Resolutions, Public Finance Management Act (PFMA) and its Regulations, Treasury Regulations.

DUTIES : Ensure the provisioning of communication and liaison services in the department: Monitor the development, implementation and promotion of the communication strategy. Manage public liaison, external communication, media liaison and events, manage internal communication, monitor the provision of knowledge management services, monitor the departmental website and its administration. Ensure and manage legal services in the department: Monitor the drafting of contracts and service level agreements, ensure compliance with legislation and all legal prescripts, monitor the drafting and review of legislation, manage the provision and drafting of legal opinions. Ensure the provision of Security, Records and Facilities Management: Monitor the security function based on the Minimum Security Information Security Standards (MISS) including physical security and staff vetting, monitor the investigations on security breaches, monitor the provisioning of infrastructure maintenance services, monitor the records management function in line with the National Archives of South Africa Act, 1996 and all related prescripts. Ensure and manage Information Technology services in the department: Monitor the provision of IT business enablement and governance services, monitor the provision of IT infrastructure and operations support services, monitor the implementation and provision of IT information security, support services and solutions. Manage the resources in the directorate: Manage the performance, training and development of officials, manage the budget, financial resources and assets, ensure the maintenance of discipline within the directorate.

ENQUIRIES : Dr. M. Gasela Tel No: 053 830 8277

OTHER POSTS

POST 22/182 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION (HOD'S OFFICE) REF NO: NCPT/2022/04**

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum (Level 09)
: Kimberley
: Degree or National Diploma (NQF: 6/7) in Public Management/ Administration. 3 years' relevant experience in Administration, Monitoring and Evaluation A valid driver's license. Skills & Knowledge: Knowledge of relevant legislation, guidelines, standards, procedures, and best practices. Public Services procedures. Policy analysis. Monitoring and Evaluation. Planning and Organizational Interpersonal. Project Management Ability to interpret and apply relevant policies and procedure. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

DUTIES : Co-ordinate the implementation of an evaluation strategy: Develop systems and mechanisms to evaluate departmental performance. Manage and facilitate the implementation of departmental performance, monitoring and compliance. Monitoring and facilitate reporting and compliance on departmental performance programmes and activities against government's POA, cluster projects and inter-governmental working groups. Facilitate the departmental Service Delivery Improvement programmes: Facilitate Batho Pele Programmes. Coordinate the service delivery improvement plan. Facilitate the development of the service charter and service standards. Facilitate change management initiatives. The maintenance of departmental Monitoring and Evaluation Frameworks and systems: Monitor compliance of processes relating to mandate of the department. Coordinate the annual and quarterly review sessions. Monitor the implementation of departmental outcomes and other priorities. Conduct benchmarking and best practice on monitoring and compliance. Draft & coordinate responses for submission to internal and external stakeholders. Conduct research, analyse information: Maintain a repository of reports and facilities dissemination.

<u>ENQUIRIES</u>	:	Ms. D. Sebolai Tel No: 053 830 8277
<u>POST 22/183</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING (HOD'S OFFICE) REF NO: NCPT/2022/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Leve 09)
	:	Kimberley
	:	Degree or National Diploma (NQF: 6/7) in Public Management/Administration. 3-5 years' relevant experience in Administration, Strategic Planning. A valid driver's license. Skills & Knowledge: Knowledge of relevant legislation and policies. Policy analysis and development. Monitoring systems and processes. Strategic planning. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint). Applied Strategic Thinking, Departmental policies and procedures. Administration procedures, Batho Pele principles. Communication and reporting skills. Planning and organizing.
<u>DUTIES</u>	:	Assist in the drafting, managing and maintenance of policy and planning frameworks: Provide support for development processes within the Department and maintain the policy repository; Conduct the capacity building for policy development in the department; Conduct analyses towards ensuring that the Departments policy and/or strategy remains abreast with national and provincial planning imperatives; Coordinate the implementation of policy development services, strategy and planning programmes. Evaluate the implementation of departmental policies. Facilitate the development/review of strategic and operational plans and Annual Performance Plans: Assist in the development, maintenance and/or successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks); Assist in ensuring that the development and/or review of the Department's 5- year Strategic Plan, 3- year Annual Performance Plan and Annual Operational Plans are line with the provisions of Treasury, DPME Regulations and/or national and/or provincial frameworks; Coordinate the submission and analysis of quarterly and annual reporting; Liaise with and support senior managers of the Department towards obtaining their inputs in the Department's strategic planning, operational planning and implementation strategy; Ensure the standardized/generic performance indicators applicable to the relevant sector are appropriately addressed in the Strategic Plan and the Annual Performance Plan and advice supervisors and managers thereon; Assists and/or advise senior managers and/or managers on the identification and/or development of measurable performance indicators and targets, taking into account the long term strategic goals and objectives of the Department; Conduct information sessions with managers and officials towards improving their understanding on strategic and operational planning, inclusive of the Strategic Plan, Annual Performance Plan, Provincial Outcome-Based Plan and the Northern Cape Growth and Development Strategy; Facilitate relevant information sessions to cascade the departmental plans across different levels; Represent the Department in national and/or provincial meetings on matters related to strategic and operational planning. Coordinate, and maintain a repository of research products and facilitate dissemination: Conduct, and disseminate research outcomes. Evaluate the implementation of departmental policies: Provide support for policy development processes within the Department; Conduct evaluation of departmental policies; Conduct capacity building for policy development within the department. Implement and facilitate service delivery: Monitor the implementation of the service delivery improvement plans (SDIPs); Conduct service delivery impact assessments.
<u>ENQUIRIES</u>	:	Ms. D. Sebolai Tel No: 053 830 8277
<u>POST 22/184</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: NCPT/2022/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Kimberley
	:	Degree/Diploma (NQF: 6/7) in Health Sciences. 2-3 years' relevant experience in an Employee Health & Wellness environment and computer literacy (Word, Excel & PowerPoint). A valid driver's license. Skills & Knowledge: Knowledge of monitoring systems and procedures. Relevant legislation and related policies, Labour Relations, Employee Assistance Programme, HIV/AIDS & TB

and Health and Safety. Ability to communicate ideas verbally and in writing and informally and formally. Planning and organizing skills. Analytical and problem solving skills. Negotiation skills, facilitation skills, presentation skills and conflict management.

DUTIES

: Coordinate HIV/AIDS and TB Programmes in the department: Commemorate HIV/AIDS and TB events, facilitate the awareness and prevention programmes, liaise with health care stakeholders regarding the treatment of affected and infected employees. Promote human rights and access to justice in the workplace. Attend EH & W stakeholder's forums. Provide support in the management of health and productivity: Facilitate disease and chronic illnesses programmes, promote occupational health education and promotion. Facilitate referrals of mental health cases to relevant stakeholders. Facilitate health and safety in the work environment: Provide Occupational health and safety awareness programme. Conduct health and safety risk assessments. Capacity building of health and safety representatives. Coordinate individual and organizational wellness programmes: Promote individual physical wellness of employees, e.g. physical activities. Promote individual psychosocial wellness, e.g. social, financial and spiritual wellness. Promote work-life balance, e.g. programmes accommodating personal and family needs.

ENQUIRIES

: Ms. C.P. Lekgwati Tel No: 053 830 8235

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

CLOSING DATE : 04 July 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 22/185 : **STATE VETERINARIAN: VETERINARY SERVICES (OUDTSHOORN) REF NO: AGR 32/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year relevant post qualification experience; A valid code B driving licence. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Antemortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to work: Independently in a team; Accurately and precisely; Under stressful conditions.

DUTIES : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoirs; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes; Auditing of export establishments in the province.

ENQUIRIES : Dr V Henwood at Tel No: (021) 808 5377
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/186 : **STATE VETERINARIAN: POST-MORTEM AND PARASITOLOGY (STELLENBOSCH) REF NO: AGR 33/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year relevant post qualification experience; A valid code B driving licence. Recommendation: Experience in the following: Managing technical personnel; Mammalian pathology and disease diagnostics; Parasitology, rye grass toxicity screening and bull and ram semen evaluation; Veterinary diagnostic disciplines. Competencies: Knowledge of ISO 17025 standard and requirements; The ability to work independently and in a team; The ability to

- work accurately and precisely; Skills needed: Problem solving; Planning, time management and organisation; Communication (written and verbal) skills.
- DUTIES** : Responsible for managing all diagnostic testing within the Post mortem and Parasitology sections; Perform post mortem and histopathology examinations; Interpretation of post mortem findings and histopathology tests results and provision of relevant advice to clients; Compiling and sending reports to the laboratory's clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administration processes in the section e.g. Maintenance of laboratory registers and statistics, procurement of laboratory requirements and expenditure trends, stock control, and sections' monthly reporting; Manage the laboratory's sheep herd.
- ENQUIRIES APPLICATIONS** : Dr M Seutloali at Tel No: (021) 887 7529
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE NOTE** : 04 July 2022
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 22/187** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: CS 15/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Department of Community Safety, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) or higher; A minimum of 3 years relevant experience in an Internal Control and Governance environment. Recommendation: Auditing background; Experience in report writing. Competencies: Knowledge of the following: Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks; Risk management frameworks and Internal Control tools and techniques. Policy Development; Government financial systems; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Analytical and strategic thinking; Budgeting; Monitoring, evaluation and reporting; Presentation, problem solving and research; Ability to analyse, conceptualise and implement policy.
- DUTIES** : Evaluate the effectiveness of financial prescripts through post auditing of BAS (Basic Accounting System, Logis (Logistical Information System) and PERSAL (Personnel and Salary Administration) payments; Develop and review compliance monitoring tools; Financial statements and high level review; Key stakeholder engagement.
- ENQUIRIES** : Mr D Prinsloo at Tel No: (021) 483 5587

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 July 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 22/188 : **SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 11/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate Master's Degree in Field of Archaeology, Paleontology, Geology, Meteorites, Heritage Conservation, Anthropology, Building Science or History; A minimum of 5 years relevant experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines; Written and verbal communication skills; Related legislation in the heritage management process; Ability to synthesize and present complex scenarios.

DUTIES : Processing most complex and advanced application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for the most complex cases for formal protection of Heritage Resources; Monitor and enforce compliance with most sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional/technical assistance/ advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals; Brief Counsel or State Prosecutor on the technical details with regards to court cases; Populate database as required; Ensure proper storage of Archaeological and Paleontological, Meteorite's artifacts.

ENQUIRIES : Mr M. Janse van Rensburg Tel No: (021) 483 9598

POST 22/189 : **LANGUAGE PRACTITIONER: TRANSLATION AND INTERPRETING SERVICES (ENGLISH AND AFRIKAANS) REF NO: CAS 12/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Terminology development; Well versed in English and Afrikaans. Competencies: Knowledge of editing and translation of documents; Skills needed: Proven computer literacy; Communication (written and verbal); Planning and organising; Administration; Problem solving and solutions-driven.

DUTIES : Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.

ENQUIRIES : Ms M Davidson at Meryl.Davidson@westerncape.gov.za

POST 22/190 : **ADMINISTRATIVE OFFICER: LIBRARY SERVICE (CAPE WINELANDS/OVERBERG CONTROL AREA) REF NO: CAS 13/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1 year relevant experience. Recommendation: Experience in the Computerised Library Management System (LMIS); A valid (Code B or higher) driving licence. NB. People with disabilities that restrict driving abilities, but who

have reasonable access to transport, may also apply. Competencies: Knowledge of LIMS (Library and Information Management System); Skills needed: Writing and reporting; Planning and organising; Delivering results and meeting customer expectations; Learning and researching; Relating and networking; Presenting and communication information; Adapting and responding to change; Computer literacy; Problem solving; Ability to work under pressure.

DUTIES : Coordinate and distribute library related information; Provide administrative support to the region; Provide Library system support to regions; Provision of administrative support to the component.

ENQUIRIES : Ms Y Herbst at Tel No: (023) 342 5053/072 304 8349

POST 22/191 : **CHIEF AUXILIARY OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 14/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years appropriate experience in archival field. Recommendation: Working knowledge and experience in the following: Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Ability to move and carry heavy documents. Competencies: Knowledge of the following: Retrieval and automated storage systems; Good verbal and written communication skills; Strong leadership skills; Interpersonal and organising skills; Ability to work independently and in a team.

DUTIES : Supply of archives and to clients in the reading room, governmental bodies and staff; Processing of records and stack room management; Proper care and management for the safety of documents; Verification of transfers of archives; Repacking of archives in stack rooms; Printing and affixing of source codes and numbers on records; Boxing and re-boxing of archives.

ENQUIRIES : Ms E le Roux at Tel No: (021) 483 0405

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 04 July 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 22/192 : **DEPUTY DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 07/2022**

SALARY CENTRE : R744 255 per annum (Level 11), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree or higher) in Economics; 3 years management level experience; 2 years of the work experience must be in the application of stakeholder management or urban or rural economic development application. Recommendation: A post-graduate tertiary qualification in Rural, Urban or Development Economics; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Project Management; Capacity building; Stakeholder management; Research application; Application of statistical

information; Rural and urban economics application; Financial management; Interpretation and application of applicable policies and procedures; Applied Strategic Thinking. Skills needed: Communication (written and verbal); Facilitation; Presentation; Research; Problem-solving; Decision-making; Networking and building bonds; Impact and influence; Sound budgeting; Knowledge Management; Computer Literacy; Organisational and self-management.

DUTIES : Build and support the following in the regions: The capacity of municipalities to improve their economic service delivery; Public partnerships that promote (vertical and horizontal) alignment of economic priorities and activities; Business partnerships to support opportunities for growth and jobs. Facilitate and support the effective coordination of departmental spatial economic initiatives in regions. Support planning and management of the human resources and management of the sub-directorate's Budget.

ENQUIRIES : Ms F Dharsey at Tel No: (021) 483 5708

POST 22/193 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 08/2022**

SALARY CENTRE : R321 543 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Accounting; A minimum of 1 year relevant experience in a Financial Accounting environment; A valid code B (or higher) driving licence. Recommendation: Experience in BAS (Basic Accounting System) and PERSAL (Personnel and Salary Administration) or similar systems. Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Basic Accounting System (BAS) and PERSAL system. Skills in the following: Communication (verbal and written) skills: High level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Ability to work in a team, Ability to work under pressure and to cope with a high workload.

DUTIES : Maintenance of the Department's banking functions; Maintenance of the Department's Principal Ledger Accounts; Manage Cash Flow of the Department; Reconciliation and Pay-over of Revenue; Compilation of monthly Bank and other Reconciliations; Compilation of Interim and Annual Financial Statements.

ENQUIRIES : Ms A Johardien at Tel No: (021) 483 9137

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 22/194 : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: DERMATOLOGY)**

SALARY : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Dermatology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology. Competencies (knowledge/skills): Sound knowledge of Dermatology theory and practice. Evidence of leadership on a clinical service platform and knowledge of the health sector in South Africa Experience in the areas of clinical service delivery, teaching and training, research, and

- advocacy. Understanding of relevant statutory and medico legal frameworks, including strategic Provincial documentation, Best Practice Criteria, Ideal Hospital framework, EML, Standard Treatment Guidelines etc Knowledge of corporate and clinical governance relevant for an academic division. Experience as a Dermatologist in an academic unit will be an advantage.
- DUTIES** : Provide leadership to the Division of Dermatology and manage its staff, resources and performance, inspiring innovation and manage an effective and efficient service to patients. Participate as an active clinician, participating within the Department of Medicine and working closely with hospital management. Deliver effective and efficient administration of the Division of Dermatology. Ensure the rational use of resources (including laboratory investigations, medication, consumables, and equipment). Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.
- ENQUIRIES** : Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za
- 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. Shortlisted candidates will be subjected to complete a practical test.
- CLOSING DATE** : 01 July 2022
- POST 22/195** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
(Chief Directorate: Metro Health Services)
- SALARY** : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/degree (NQF level 7). Experience: Extensive experience in Finance and Supply Chain Management of which at least 2 years must be in the Public Sector. Extensive management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant public service financial prescripts, department of health policies, delegations, and procedures. Extensive experience in managing supply chain departments revenue, case management, reception, and information management. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS office). Strong strategic, leadership and management skills with an ability to develop a high performing and person and service-centred team. Experience in developing new and innovative practices to drive efficiency and quality within relevant components.
- DUTIES** : Accountable for the Finance Management Component of the facilities under his/her responsibility including the Hospital Facility Board. Accountable for the Supply Chain Management for hospital and primary health care clinics within his/her domain. Accountable for the reception, records, revenue, case management and other departments as determined by the CEO. Accountable for the Information Management for the various facilities in his/her domain. Accountable for People Management within the Components Finance and Supply Chain. Active member of Victoria Hospital Executive committee.
- ENQUIRIES** : Mr J Vaughan Tel No: (021) 799-1125
- 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. Shortlisted candidates will be subjected to complete a practical test.
- CLOSING DATE** : 01 July 2022
- POST 22/196** : **PROGRAMME COORDINATOR: CLINICAL TRAINING (IMPLEMENTATION SUPPORT / EMERGENCY CARE)**
Directorate: People Development Centre: Plumstead
(1 Year Contract)
- SALARY** : R382 245 per annum, plus 37% in lieu of service benefits
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification Health related qualification, registrable with the relevant council of South African Nursing Council or Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with RCSA and AHA as a licenced BLS instructor and Qualified Assessor. Experience: Appropriate/ recognisable experience in emergency

care training. Appropriate/ recognisable experience as an AHA accredited instructor. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) driver's licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context. In-depth knowledge and understanding of First Aid training. In-depth knowledge and understanding of Emergency Care Training BLS. Ensure that clinical training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design.

DUTIES : Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals. (Emergency Care). Develop appropriate clinical training courses to meet identified skills gap (Emergency Care). Facilitate the implementation of clinical training courses (Emergency Care). Monitor, evaluate and report on training interventions (Emergency Care). Effective stakeholder engagement. Effective and efficient use of resources.

ENQUIRIES : Ms E Joubert Tel No: (021) 763-5320
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. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

POST 22/197 : **ADMINISTRATIVE OFFICER: FINANCE REVENUE**

SALARY : R261 372 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch.
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Debt and Revenue Management/Hospital accounting environment. Appropriate experience in AR and Clinicom. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently and meet timeframes. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of Budgeting, PFMA, Treasury and Finance Instructions.

DUTIES : Manage the operational duties of the Hospital Fees Department (General, Medical Aid and Case Management). Manage the financial transactions (HIS, BAS, Cash Management, Credit Balance and JAC). Debt Manage Patient Fees (Irrecoverable Debt Relief Delegations). Revenue Manage Patient Fees (EDI, Follow-up medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients and State Departments) in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. Human Resource management. Client Liaison and Information Management: Interpretation, communication, and implementation of Finance Instructions. File Management and destruction of State records. Attending meetings/forums.

ENQUIRIES : Ms HJ van Graan Tel No: (021) 658 5007
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. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

POST 22/198 : **MEDICAL TECHNOLOGIST GRADE 2 TO 3 (HEPATOLOGY) (5/8TH POST)**

SALARY : Grade 1: R236 502 (5/8th) per annum
 Grade 2: R278 595 (5/8th) per annum

<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent knowledge and skills in biochemistry, molecular biology and genetics methodologies associated with running a diagnostic genetic and biochemistry laboratory focussing on liver diseases and the porphyrias. E.g., spectrophotometry, fluorimetry, organic extraction, ion-exchange chromatography, HPLC, DNA isolation, PCR, restriction enzyme digestion and sequencing. Excellent knowledge, use and maintenance of laboratory equipment and processes required for spectrophotometric, HPLC and DNA/gene and PCR work. Excellent knowledge related to diagnostic laboratory reporting (verbal and written), record keeping and database management. Excellent interpersonal skills, good communication, analytical and problem-solving skills.
<u>DUTIES</u>	: Run and perform the laboratory work associated with the biochemical screening and gene testing facility of the porphyria and liver diagnostic laboratory and report to the Director of the Laboratory, and Head of Division of Hepatology. Carry out development of better techniques and analysis, and new tests, for the diagnosis of the porphyrias, liver diseases and investigation of new gene mutations associated with porphyria, iron overload (HFE) or autoimmune and viral hepatitis. Communicate laboratory results to relevant parties and to maintain the porphyria and liver patient (and laboratory results) database as a critical component of the specialist laboratory service underpinning clinical care in the Division of Hepatology at Groote Schuur Hospital (and related and referring doctors and facilities).
<u>ENQUIRIES APPLICATIONS</u>	: Prof W Spearman Tel No: (021) 404-5228 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payments of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 01 July 2022
<u>POST 22/199</u>	: <u>ARTISAN PRODUCTION GRADE A TO C (PAINTER)</u>
<u>SALARY</u>	: Grade A: R193 512 per annum Grade B: R227 943 per annum Grade C: R266 109 per annum
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital : Minimum educational qualification: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid vehicle drivers' licence. Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. It would

<u>DUTIES</u>	:	be required of the officer to learn and comply with in-house systems and procedures. Ability to plan-ahead (pro-active). Responsible for the preservation of exterior and interior painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman regarding all functions (including admin work) of the division. Give feedback to supervisor on technical and painting maintenance issues. Assist in supervising, training, and development of staff. Perform standby duties when necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr AK Mgcodo Tel No: (021) 404-6251.
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test. 01 July 2022
<u>POST 22/200</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum Mossel Bay Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL and Recruitment and Selection). Inherent requirement of the job: Prepare to work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer Literate (i.e., MS office package, e-mail, and internet). Ability to meet deadlines and to maintain confidentiality.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations, and circulars. Maintenance of registers, i.e., PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management, and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e., relief duties and attending meetings).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr DI Le Roux Tel No: (021) 938-5500
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test. 01 July 2022
<u>POST 22/201</u>	:	<u>TELKOM OPERATOR</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 per annum Groote Schuur Hospital, Observatory Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends, and public holidays. Work overtime when required for operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel, and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Manage switchboard, answer telephonic queries, and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national, and international calls made. Effectively

sending of bulk SMSs' and assist with administration duties in the Paging office. Report all telephone faults to the Call Monitoring Officer, Telkom, and other technical service providers.

ENQUIRIES : Mr JC Corner Tel No: (021) 404-2303
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.
CLOSING DATE : 01 July 2022

POST 22/202 : **HANDYMAN**
(Chief Directorate: Metro Health Services)

SALARY : R147 459 per annum
CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Grade 10/Std 8 Certificate or equivalent. Experience: Appropriate experience in carrying out repairs on Dental equipment and Dental Laboratory equipment. Appropriate experience with tasks performed in a workshop environment. Inherent requirements of the job: Ability to perform strenuous physical labour. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of Dental equipment and ability to carry out repairs on various Dental equipment and Dental Laboratory equipment. Basic knowledge of electrical (light and heavy current), mechanical, plumbing, carpentry, painting and other basic functions of a Handyman. Knowledge of Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Elementary maintenance, installation and repair works on Dental equipment. Effective support to Supervisor. Elementary maintenance, installations, repair modify and manufacture items, equipment and machines under the supervision of the Supervisor. Manage the use of stock, materials and equipment. Inform on serviceable and/or unserviceable equipment. Responsible for basic administration work as well as completing job cards.

ENQUIRIES : Mr Z Issack Tel No: (021) 370 4424/021 937 3021
APPLICATIONS : The Clinical Manager: Oral Health Centre, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Dr E Prince
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 July 2022

POST 22/203 : **LINEN STORES ASSISTANT**
(Chief Directorate: Rural Health Services)

SALARY : R104 073 per annum
CENTRE : Paarl Hospital.
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime; e.g. after- working hours, weekends, and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g., pushing heavy linen trolleys to and from the linen bank and wards. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, e.g., pushing heavy linen trolleys to and from the linen bank and wards. Ability to sort, sluice and count linen of dirty and fouled linen. Ability to communicate (verbal and written) at least two of the three official languages of the Western Cape. Knowledge of stock and infection control.

DUTIES : Maintain a high standard of cleanliness, hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled, and infected linen (in bags) from wards to the linen bank. Delivering of clean linen to the wards. Daily sorting, counting of dirty linen prior to transfer of linen to Central Laundry. Daily sluice of fouled linen. Daily issuing, unpacking, and checking of clean linen. Adhere to loyal service ethics. Perform People Management, labour, and disciplinary responsibilities of staff within your control.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
FOR ATTENTION : Mr K Cornelissen

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.
CLOSING DATE : 01 July 2022

POST 22/204 : **DRIVER (LIGHT DUTY VEHICLE)**
(Chief Directorate: Metro Health Services)

SALARY : R104 073 per annum
CENTRE : Southern/Western Sub Structure Office: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Responsible for vehicles and maintenance. Willingness to work overtime irregular hours. Competencies (knowledge/skills): Good written and verbal communications skills in at least two of three official languages of the Western Cape. Knowledge of transport regulations. Safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of GG vehicles by reporting for services or minor and major defects. Responsible for prescribed records of logs with regards to vehicles and goods handled. Adhere to departmental codes and procedures. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition by preparing reports.

ENQUIRIES : Mr G Beukes Tel No: (021) 2020 941
APPLICATIONS : The Director: Metro Health Services, Southern/Western sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

POST 22/205 : **HOUSEHOLD AID**
(Cape Winelands Health District)

SALARY : R104 073 per annum
CENTRE : Cape Winelands TB Centre
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work shifts weekends, overtime, public holidays, and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials, do high-dusting and lifting of equipment. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Basic knowledge of hospital cleaning, terminal cleaning, and the use of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Provision and effective control of linen. Effective waste management in line with IPC policies. Perform food service duties according to HACCP principles. Correct utilization of physical resources i.e stock and equipment. Render assistance to the supervisor with regards to general housekeeping duties.

ENQUIRIES : Ms A Klaasen Tel No: (023) 348-1311 or
Anthea.klaasen@westerncape.gov.za

APPLICATIONS : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

DEPARTMENT OF THE PREMIER

CLOSING DATE : 04 July 2022
NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The

selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 22/206</u>	:	<u>DIRECTOR: POLICY RESEARCH AND ANALYSIS REF NO: DOTP 43/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Department of the Premier, Western Cape Government An appropriate Master's degree (NQF Level 8 as recognised by SAQA); Minimum of 6 years' experience at a middle management level; A valid code EB driver's license (unless prevented by a disability). Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: https://www.thensg.gov.za/training-course/sms-pre-entry-programme Recommendation: Experience conducting policy research / analysis and participating in / contributing to public policy or strategy development processes. Competencies: Knowledge of public policy and strategy processes. This includes: Knowledge of provincial executive support systems and services. Knowledge of the policies of the government of the day. Knowledge of policy and strategy development, strategy management and strategy monitoring and review processes. Knowledge of human resource management and financial management processes. Excellent networking and network formation skills. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills (verbal and written). Outstanding planning, organising and people management skills. Computer literacy.
<u>DUTIES</u>	:	Strategic guidance and advice with respect to policy analysis and research. This includes the following broad areas of service delivery: High level policy development, analysis and research services. Analyse national and provincial policy and strategy developments and prepare responses and outline implications for the province. Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation). Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and other relevant strategies. Provide capacity building and support to WCG departments in innovative policy development, planning and research. Advise on the alignment of departmental strategic and annual performance plans, as well as integrated development plans, with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and

budgetary processes. Advise, in consultation with Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Engage with internal and external stakeholders on policy and strategy issues. Monitor, review and analyse the implementation of the provincial strategic plan and priorities. Develop and manage the strategic and business plans of the Directorate. Participate in the recruitment of staff. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure.

ENQUIRIES
APPLICATIONS

: Dr HH Fast Tel No: (27 21 483 5459)
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 22/207

: **STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 41/2022**

SALARY

: R774 660 per annum (Level 08), all-inclusive salary package of R912 501 per annum (OSD as prescribed).

CENTRE
REQUIREMENTS

: Department of the Premier, Western Cape Government
: LLB-Degree with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge in the following: Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least two of the official languages of the Western Cape Province of which one must be English; Knowledge of Constitutional and Administrative Law and Interpretation of Statutes; Well developed innovative problem-solving and analytical skills; Sound organising and planning skills.

DUTIES

: Researching, formulating, drafting and editing legislation; Commenting on draft legislation; Providing legal advice; Scrutinising, drafting and editing legal documents.

ENQUIRIES
APPLICATIONS

: Ms A Vosloo at Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/208

: **CHIEF ANALYST DEVELOPER: ECONOMIC, GOVERNANCE AND ADMINISTRATION REF NO: DOTP 26/2022**

SALARY

: R382 245 per annum (Level 09)

CENTRE
REQUIREMENTS

: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in systems development and analysis. Recommendation: Experience and knowledge in: Web Development; JavaScript; Software Development (SDLC) – Oracle PL/SQL, Oracle Forms and Reports; Systems Analysis and Design principles (SDLC); Valid RSA driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.

DUTIES

: Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training. Systems analysis: Develops functional and technical specifications to meet the business needs of the client. Software development: Constructs and implements application programs. Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES

: Mr. A Bosman at Tel No: (021) 483 6634

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/209 : **CHIEF ANALYST DEVELOPER: HEALTH AND SOCIAL DEVELOPMENT
REF NO: DOTP 27/2022 (X2 POSTS)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in systems development and analysis. Recommendation: Extensive experience in systems analysis, testing and implementation; Experience in .Net/ASP.NET,(PL SQL, HTML), Oracle Apex, ORACLE Database and integration with Opentext ECM. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.

DUTIES : Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training. Systems analysis: Develops functional and technical specifications to meet the business needs of the client. Software development: Constructs and implements application programs. Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES : Mr W.M. Malan at Tel No: 021 483 4522 or 082 443 1166
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/210 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT
REF NO: DOTP 38/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in a Supply Chain Management working environment. Recommendation: Working experience in a supply chain management. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Supervisory; Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.

DUTIES : Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management; Management of transversal contracts and operating and finance leases; Providing inputs into AFS and IFS.

ENQUIRIES : Mr R. Williams at Tel No: (021) 483 0598
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/211 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS REF NO: DOTP 39/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree or higher) in Commerce, Law, Auditing, Forensics, BCom IT or Informatics; A minimum of 3 years relevant experience in a forensic investigation environment or in performing queries and analyses to identify anomalies or inconsistencies with data sets in a forensics or internal audit environment. Recommendation: A relevant post graduate qualification in Commerce, Law, Auditing, Forensics, BCom IT or Informatics. Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)). A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial government; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge to write scripts for queries to identify and detect possible incidents of fraud; Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Factual and legal analysis. Ability to collect, analyse and visualise large datasets and draw appropriate conclusions.

DUTIES : Planning and execution of forensic investigations; Conduct investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Manage the team of investigators, providing clear guidance to and mentoring of team; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal trials; Perform fraud prevention and detection functions; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES : Ms W Hansby at Tel No: (021) 483 4593
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/212 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 40/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate tertiary qualification (B-Degree/Advanced Diploma or higher) majoring in Accounting and Auditing; A minimum of 3 years experience in Internal or External Audit or similar environment. Recommendation: Studying towards or having professional certification. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information Gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.

DUTIES : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy

		assessment and evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Swartbooi at Tel No: (021) 483 8294
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 22/213</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 42/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Work, Human Resource Management, Industrial or Organisational Psychology or related field of study ; A minimum of 3 years relevant experience; A valid Code B(or higher) driving licence. Recommendation: Knowledge and experience of the following: Employee Health and Wellness (EHW) Programme monitoring and evaluation; Contract management and Supply Chain Management Procedures. Competencies: Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Skills: Proven computer literacy; Communication (written and verbal); Consulting and networking.
<u>DUTIES</u>	:	Communication and awareness of EHW services and programme; Management of EHW advisory services, EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management Supervising the EHW Practitioner(s).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F. Gallie at Tel No: (021) 466 9704
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 22/214</u>	:	<u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 31/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: Proven working knowledge and experience in the following: Bursary information management system; Supervision of staff; Project Management; PERSAL (Personnel and Salary Administration); Youth Development Programmes. Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving; Analytical thinking; Budgeting; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic

		Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPSA and PSETA; Supervision of HRD Clerk.
<u>ENQUIRIES</u>	:	Ms A Bredenhann at Tel No: (021) 483 9456 or alternatively Ms B Kirkwood at (021) 483 2024
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 22/215</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITIONS AND CONTRACT MANAGEMENT REF NO: DOTP 33/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree/National Diploma; A minimum of 2 years experience in a Supply Chain Management working environment. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury Regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skill (written and verbal); Supervisory; Report writing and presentation.
<u>DUTIES</u>	:	Bid administration and management and secretariat function for all quotation committees; Bid specifications, bid evaluation committee's and advisory function to all SCM committees; Manage the Electronic Purchasing System; Contract administration; Managing RT contracts; Verification of contract invoices before processing; Compliance verification of requisitions.
<u>ENQUIRIES</u>	:	Mr R. Williams at Tel No: (021) 483 0598
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 22/216</u>	:	<u>LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 35/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience in Labour Relations; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.
<u>DUTIES</u>	:	Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

- ENQUIRIES** : Ms R Johardien at Tel No: (021) 483 8897/ Mr P Bogenhagen at (021) 483 6258
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/217** : **PERSONAL ASSISTANT: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 32/2022**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; Maintain and control the registry and evidence room.
- ENQUIRIES** : Ms W Hansby at Tel No: (021) 483 4593
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/218** : **TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 34/2022**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma (or higher qualification) majoring in Human Resource Management or B-Degree (or higher qualification) in Industrial Psychology; A minimum of 3 years experience in a Recruitment and Selection environment. Recommendation: Experience in the following: Online recruitment system and providing a support function; Competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative; Data management; Advising Senior and Executive management on the recruitment and selection process and best talent; Willingness to work longer hours and travel when required; Valid Code B driving license. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and interview processes; Public service / government policies; Competency Based Recruitment; Online recruitment systems; Database management; Following skills: Communication (verbal and written); Monitoring, evaluation and reporting; Presentation; Consultative and effective Problem solving; Research; Networking working with people and ability to meet customer expectations; Computer literacy.
- DUTIES** : Responsible for drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Identify, address and resolve selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalise interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database and reporting on delays; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of

talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Communication across various levels regarding e-recruit processes.

ENQUIRIES : Mr F Gerber at Tel No: (021) 483 6028
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/219 : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 09/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) certificate or similar HR systems; Relevant experience working in an administrative environment. Competencies: Understanding and knowledge of the following: Legislative framework that governs Human Resource; Service Conditions; Proven computer literacy in MS Office (Word and Excel); Planning and organising skills; Verbal and written communication skills; Ability to work well under pressure with strict confidentiality requirements and meet deadlines.

DUTIES : Administer various service conditions and service benefits i.e allowance payments, long service recognition, Housing Allowance, Injured on Duty (IOD) and Pension Administration; Responsible for updating of databases; Liaise with Corporate Realitions Unit (CRU) managers/other departments; Drafting of formal correspondence, letters, i.e. memorandums and e-mails.

ENQUIRIES : Ms H Agenbag at Tel No: (021) 483 2709
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/220 : **HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 36/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge and experience in HR Systems; Relevant administrative experience. Competencies: Understanding of prescripts and policies; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Ability to work under pressure and meet deadlines; Communication (written and verbal) skills.

DUTIES : Administer appointments and payroll matters which include the following: Appointments of Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.

ENQUIRIES : Ms W Ponoyi-Dlabane at Tel No: (021) 483 0832
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/221 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 37/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an asset management environment/warehouse management/inventory management; A valid (Code B or higher) driving licence; Diploma in Finance/Accounting qualification. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Computer literacy in MS Office Package (Word, Excel, PowerPoint,

- outlook); Ability to work independently and as part of a team; Communication skill (written and verbal).
- DUTIES** : Assist with asset disposals; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function.
- ENQUIRIES** : Mr M Nell at Tel No: (021) 483 0174
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 July 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 22/222** : **DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 13/2022**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government
 : A appropriate B degree; A minimum of 6 years relevant middle management experience; The successful completion of the Senior Management Pre-entry Programme. Competencies: Knowledge of the human resources management function. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Knowledge of provincial policy development processes. Knowledge of the policies of the government of the day. Knowledge of strategy development, strategy management and strategy monitoring and review processes. Knowledge of financial management processes. Proven knowledge on Strategic Sourcing and Preferential Procurement / BEE. Broad knowledge on procurement activities. Knowledge on industry trends and best practices per commodity groups. Knowledge of procurement best practices including sourcing strategies and the different

mechanisms for procurement. Knowledge on Procurement policies/procedures/contract management. Research and reporting procedures. Client needs, planning and organising interpretation of policy matters. Knowledge of financial norms and standards (Public Finance Management Act – PFMA, Municipal Finance Management Act -MFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's). Knowledge of Infrastructure and Asset Management; Excellent networking and network formation skills. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills (verbal and written). Outstanding planning, organising and people management skills. Computer literacy skills.

DUTIES

: 1. Line Management: Strategic management, guidance and advice in respect of local government supply chain management and asset management. This includes the following functional areas of service delivery: Setting best practice norms and standards. Ensure and enforce compliance, i.e. proper assessment, guiding and monitoring to norms and standards. Support and assist municipalities to improve their functional capacity. Manage information and collate data related to bid awards to assess supplier spread, socio-economic (BEE and buy local) impact and actual bid practices. Guide appeal processes and responding to supplier complaints after due process has been followed. Assess alleged malpractices and possible collusive tendering practices and recommend to the relevant Council. Guide and assist municipalities with asset management implementation Supporting municipalities through technology efficiencies to improve supply chain management and asset management governance and performance. Foster BBBEE / SMME development (shared across the provincial and municipal spheres), which would include developing relationships with specifically SMME vendors in support of a preferential procurement strategy. 2. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. 3. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. 4. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Report to the Programme Manager on all aspects of the Directorate's Perform diligently all duties assigned by the Programme Manager. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr B Damons Tel No: (021) 483 6127

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE
NOTE

: 04 July 2022
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will

be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 22/223 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: TPW 67/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive salary package)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Planning and organising; People management; Analytical, strategic and creative thinking; Technical Proficiency; Problem solving and decision-making.

DUTIES : Formulate, implement and monitor the acquisition management plan inclusive of and operational procurement plan; Render bid administrative support function to bid committees; Render strategic and general sourcing; Perform procurement function for department inclusive of transversal bids; Ensure bid compilation, administration, evaluation and adjudication; Facilitate the emergency procurement process; Manage the performance of assigned personnel to achieve the agreed key result areas (KRAs) that derive from the Sub-Directorates Work Plan and Project plans; Manage all projects allocated to the directorate; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments government spheres; Management of the human resources, finance and budgets of the sub-directorate.

ENQUIRIES APPLICATIONS : Adv C. Smith at Tel No: (021) 483 0025
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/224 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: TPW 71/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive salary package)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Financial norms and standards; Public Finance Management Act (PFMA); National

		Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Planning and organizing; People management; Analytical, strategic and creative thinking; Problem analysis; Technical Proficiency; Problem-solving and decision-making.
<u>DUTIES</u>	:	Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Manage supplier performance; Develop legal framework for contract management and administration; Monitor and report on contracts; Manage the following: Performance of assigned personnel to achieve the agreed key result areas (KRAs) that derive from the Sub-Directorates Work Plan and Project plans; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments government spheres; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Monitor information capacity building within the Sub-Directorate; Management of the human resources, budgets and finance of the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv C. Smith at Tel No: (021) 483 0025
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 22/225</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE REF NO: TPW 73/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Legislative and Regulatory Requirements; Problem Analysis, Managing interpersonal conflict and resolving Problems, Project Management. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages.
<u>DUTIES</u>	:	Develop and establish and effective supply chain management system; Develop effective bid committees, established with clearly defined roles, functioning in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop preferential procurement goals determined in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop and implement an effective SCM performance management system in accordance with departmental policies and procedures and applicable legislative requirements that measure the performance. Develop, implement and maintain control framework supply chain. Develop, implement and maintain risk management framework supply chain.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv C. Smith at Tel No: (021) 483 0025
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 22/226</u>	:	<u>ASSISTANT DIRECTOR: TRAFFIC LEGISLATIVE MATTERS REF NO. TPW 32/2022 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year B-Degree or higher qualification; A minimum of 5 years management experience and 6 years operational experience in a traffic and/or a legislative environment Recommendation: Working Knowledge of the

following: Legal writing style, legal language and terminology; Project Management; Financial management; National Traffic Information System (NaTIS); Human Resource Management. Ability to interpret legislation and proposed amendments; A valid Code B (08) driving licence; Willingness to regularly travel away from the office. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Regulations, 2000 and Western Cape Provincial Road Traffic Administration Act 2012; Public Finance Management Act, 1999 (Act1 of 1999). Planning, organising and research skills; Written and verbal communication skills.

DUTIES : Manage the performance of assigned personnel to achieve (agreed) key result areas (KRAs) that derive from the Division's Work Plan / Project plans, relating to the following functions: Interpret legislation and give advice to management and members of the public; Facilitate and co-ordinate provincial inputs on national road traffic legislative matters; Facilitate the development of provincial legislation and policy documents and procedure manuals; Liaison and communication with various clients / stakeholders. Conduct research on road traffic legislative matters; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals. Communicate the Batho Pele concept to employees, obtain support and commitment to apply the underlying principles in their day-to-day work-operations; Identify weaknesses and gaps in service delivery and develop and implement opportunities to improve service delivery; Plan the Division's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES APPLICATIONS : Mr RW Barreiro Tel No: (021) 483 2061
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/227 : **ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES REF NO: TPW 22/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Financial Accounting or related; A minimum of 3 years supervisory experience in a financial accounting, financial management or similar environment; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Advanced MS Excel experience. Willingness to travel and work after normal working hours. Competencies: Proven knowledge of the following: Revenue and Debt Management; Public Financial Management Act and applicable legislation. Skills needed: Computer literacy in Microsoft Office with advanced proficiency in MS Excel; Change Management; Supervisory; Communication (written and verbal); Time Management; Planning and Organising; Teamwork; Analytical; Problem solving. Ability to work under pressure.

DUTIES : Revenue and Receivables management of the following: The development and maintenance of Policies and Standard Operating Procedures; The relevant accounting system; The collection of fees; The receipting system; Reconciliations; The preparation of bad debt write-off; The monitoring and analysis of debtors. Ensure disclosures in the financial statements and reporting according to GRAP 2 by managing the following: The information of the disclosure of debtors in the financial statements; The gathering of applicable revenue information to be included in the statement of performance with notes in the Financial Statements; The preparation of debtor status reports; The preparation of exposure to non-recoverable debt reports. Analyse System reports: Access and interpret financial reports. Operational management of the Sub-component: Human Resource Management; Service delivery management; Financial Resource Management; Information management; Performance management; Compliance management.

ENQUIRIES APPLICATIONS : Ms R. Ceasar at Tel No: (021) 483 4305
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/228 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: TPW 72/2022**

SALARY : Grade A: R316 536 - R337 791 per annum
Grade B: R358 524 - R386 487 per annum
Grade C: R408 075 - R480 678 per annum
(Salary will be determined based on post registration experience as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES APPLICATIONS : Mr I Haupt at Tel No: (021) 483 6453
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/229 : **PROJECT ADMINISTRATOR: METRO EAST/WEST REF NO: TPW 70/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Administration rules and regulations; Departmental information systems (BAS, ECM, SITS); Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational skills; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.

DUTIES : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

ENQUIRIES APPLICATIONS : Mr P Williams at Tel No: (021) 483 4573
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/230 : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 66/2022**

SALARY : R176 310 per annum (Level 05)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.

DUTIES : Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.

ENQUIRIES : Mr D Plaatjies at Tel No: (044) 272 3699

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>