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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 09 September 2022 at 16:00

NOTE

: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and 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.

OTHER POSTS**POST 32/01**: **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/526**

Directorate: Financial and Supply Chain Management Services

**SALARY
CENTRE**: R382 245 per annum (Level 09)
: North West (Mmabatho)**REQUIREMENTS**

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. 3 years supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS), A Complete and Comprehensive Program for Accounting Control (ACCPAC) and Logistical Information System (LOGIS). Ability to monitor budget and to liaise at different levels of management. Job related skills: Computer literacy, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.

DUTIES

: Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on BAS, LOGIS and ACCPAC systems. Ensure that payments are compliant

		with PFMA, Treasury Regulations and Departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit purposes. Consolidate inputs for interim and annual financial statements. Manage data capturing services. Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.
<u>ENQUIRIES</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 32/02</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: 3/2/1/2022/527</u> Branch: Rural Development
<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 a National Diploma in Accounting / Financial Accounting / Financial Management. 3 years supervisory experience in financial environment. Job related knowledge: Thorough knowledge of Public Service Regulations, Treasury Regulations, Knowledge of spread sheet, Public Finance Management Act (PFMA), Generally Recognised Accounting Practice (GRAP), Prefectural Procurement Policy Framework Act (PPPFA). Knowledge of Departmental Transversal Systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL) and Logistical Information System (LOGIS). Job related skills: Accounting skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint), Communication skills (verbal and written), Problem solving and decision-making skills, Planning and organising skills, Facilitation and presentation skills, Report writing skills, Strategic leadership and capability skills, Training and development skills and Interpersonal relations skills. A valid driver's licence. Willingness to travel and work irregular hours. Ability to work under pressure.
<u>DUTIES</u>	:	Administer budget and expenditure of the Branch. Ensure budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that Medium-Term Expenditure Framework (MTEF) processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Manage cash flow projections. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply management policies and procedures maintenance of discipline. Comply with PFMA, PPPFA and Treasury Regulations. Provide financial reports. Compile budget report. Compile weekly and monthly expenditure reports.
<u>ENQUIRIES</u>	:	Ms N Makhani Tel No: (012) 312 8715
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 32/03</u>	:	<u>SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2022/533</u> Directorate: Property Management This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit/Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agriculture / Property Management / Law (Property Law). 2 years' experience working in property management field or environment. Job related knowledge: Public Financial Management Act (PFMA), Understanding of the

value-added development of communities, Knowledge of project management, knowledge of land reform prescripts and policies, Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management, Research skills, Analytical skills and Interpersonal skills. A valid driver's licence. Self-driven individual who takes initiative, willing to travel and / or work irregular hours.

DUTIES : Facilitates and finalise signing of leases, caretakership agreements and quality assure lease caretakership agreements. Provide inputs to submissions compiled. Prepare submissions for lease portfolio. Provide secretariat services to beneficiary selection committee. Administer electronic lease management and information systems. Capture beneficiary details on Land Administration Web (LAW). Upload approval documents on the systems. Generate contracts and reports on the systems. Administer the signing of land and caretaker agreements. Manage compliance with land management system and support to District. Conduct verification of state land and payment of utility and other statutory charges on agricultural state land subject to agricultural lease and caretaker agreements. Obtain aerial photographs, general plans and verify coordinates. Compile inspection reports. Compile list of immovable assets. Coordinate and conduct verification of state land. Ensure proper usage and maintenance of warehoused and leased assets. Maintain records of contracts and inspection reports. Forward project related documents to registry. Scan and file signed documents. File lease contracts in line with contract filing process. Keeping of records of original contract and inspection reports.

ENQUIRIES : Mr S Njoni Tel No: (013) 754 8120
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

POST 32/04 : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2022/538**
 Directorate: Legal Support

SALARY : R201 387 – R541 779 per annum, Salary will be in accordance with the OSD requirements).

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and an LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: Knowledge of the South African Law. Job related skills: Ability to interpret the law. Ability to research the law. Writing skills. Presentation skills. Client relations skills. Communication skills. Computer literacy. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documentation such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft, or vet other legal documents. Provide legal opinion and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided

timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the processing of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof.

ENQUIRIES
APPLICATIONS

- : Mr A Mokoena Tel No: (012) 312 8404
- : 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.

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape
- CLOSING DATE** : 09 September 2022
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DBE Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 32/05** : **DEPUTY DIRECTOR REF NO: DBE/37/2022**
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: School-Level Planning and Implementation Support
(One-year renewable contract)
- SALARY** : R882 042 per annum (Level 12)
- CENTRE** : Mpumalanga Province
- REQUIREMENTS** : The applicant must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification with four years relevant experience at supervisory level; A post graduate degree will be an added advantage; At least five years' experience in management and leadership at school level as Deputy Principal or Principal, or other relevant management experience; Three years' experience in the implementation and management of school improvement support initiatives; A sound understanding of the basic education sector, basic education policy initiatives, as well as legislation in the sector; Knowledge of research methodology and keep up with changing trends in education; Knowledge of matrix and project management; Sound analytical skills; Excellent people management skills to manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers; Report writing and presentation skills; Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Ability to work under pressure and meet deadlines; Ability to meet targets and work independently without supervision; Willingness to work extensive hours and be prepared to travel. A valid driver's license.
- DUTIES** : The successful candidate will liaise with district officials, especially district Directors and Circuit Managers to support struggling circuits and schools; Identify conceptual, capacity and operational challenges to effective delivery of quality education in schools; Lead and support a team of provincial based officials to strengthen capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Implement and manage targeted programmes aimed at the improved utilization of assessment data for improved performance; Implement and manage various interventions aimed at improving the quality of education in the underperforming circuits; Provide mentoring and coaching to circuit managers of poor performing circuits and circuit managers working in extraordinarily challenging contexts; Develop a plan for addressing

the identified weaknesses in order to improve teaching, management, leadership and collegiality; Oversee the implementation of the turnaround strategy for each underperforming circuit; Undertake follow-up work to ensure sustainability of expertise; Maintain a database of specialists and interventions working in schools; Compile and present progress, quarterly and annual reports on programmes undertaken; Identify conceptual, analyse reports to identify emerging trends within districts and circuits; Write, edit, consolidate and analyse reports; Make recommendations for further improvement and development; Plan and conduct meetings with provincial teams; Provide feedback and support where necessary; Perform any other functions as deemed appropriate from time to time by the Director.

**ENQUIRIES
NOTE**

: Ms M Mahape Tel No: (012) 357 3291
: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

POST 32/06

: **DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO: DBE/38/2022**
Branch: Teachers Education Human Resources and Institutional Development

**SALARY
CENTRE
REQUIREMENTS**

: R882 042 per annum (Level 12)
: Pretoria
: The applicant must be in possession of an appropriate three-years relevant (NQF level 6) post matric qualification or equivalent qualification with four years' relevant experience at supervisory level supported by experience in administration, project and financial management including five years of relevant experience in the education sector; Must have experience in interacting and engaging with internal and external stakeholders such as unions, school governing bodies and senior members of government, high-level strategic planning processes; Must be a proactive individual; Ability to organise and manage workflow; Ability to work under enormous pressure and must be capable of working independently without constant supervision; Manage and coordinate activities of the Branch in the department; Knowledge and experience in Government administrative policies, procedures and planning, Knowledge of project management and the use of electronic information resources are crucial; Computer literacy; Excellent communication skills, Inter-personal and writing skills; Applicants must have a valid driver's license.

DUTIES

: The successful candidate will manage operations, business processes and workflow of the Branch; Support the consolidation of Branch inputs and reports for various audiences, including the management of budgets and cash flows for the Office of the Deputy Director-General; Provide executive support to the Branch Head and administrative support to the senior managers in the Branch; Prepare a budget for the office of the Deputy Director-General; Keep track of the Branch finances and advise the Branch Head timeously should corrective measures be necessary; Prepare letters, memoranda and submissions; Develop agenda and collate minutes and decisions of various meetings; Establish Branch and office procedures as well as operating systems; Liaise with managers within the Branch as well as with other executive assistants, executive managers and the Parliamentary Office; Collate and prepare Strategic and Operational Plans for the Branch; Manage collation of quarterly reports, annual reports and monthly programme reports; Quality assure Branch documents and manage monthly cash flow of the office of the Branch Head; Manage of workflow for a Branch consisting of three (3) Chief Directorates and seven (7) Directorates responsible for Teachers, Education Human Resources and Institutional Development.

**ENQUIRIES
NOTE**

: Ms M Mahape Tel No: (012) 357 3291
: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and may be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

<u>POST 32/07</u>	:	<u>ASSISTANT DIRECTORS (PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS) REF NO: DBE/39/2022 (X3 POSTS)</u> Branch: Delivery and Support Chief Directorate: Planning and Implementation Support Directorate: School-Level Planning and Implementation Support (One-year renewable contract)
<u>SALARY CENTRE</u>	:	R477 090 per annum (Level 10)
	:	Eastern Cape (X2 Posts)
	:	Northern Cape (X1 Post)
<u>REQUIREMENTS</u>	:	The applicant must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Education, which includes professional teacher education and registration with SACE as a professional Educator; A senior degree will be an added advantage; Academic achievements must be coupled with at least three years' teaching experience; at least two years relevant experience at supervisory level; Good understanding of the education sector in South Africa; Proven experience in managing the implementation of projects; Proven ability to produce quality work under pressure; Ability to manage deadlines; Ability to work with people at different levels; Must be a team player and be able to work autonomously; Interpretation and utilisation of performance data to identify and address gaps in performance; A sound knowledge of Curriculum and Assessment Policy Statement (CAPS) and Programme development; Computer literate; Strong analytical and problem-solving skills; Good communication skills (written and verbal); Process management; Willingness to frequently travel; A valid driver's licence; Possession of own transport.
<u>DUTIES</u>	:	The successful candidate will work with circuit managers to develop a data-driven approach to school improvement support; Participate in specialised multi-disciplinary teams to implement and manage various interventions aimed at improving the quality of education; Develop a plan for addressing identified weaknesses in order to improve teaching; Evaluate circuit priorities, deliverables and calendars (year plans) and work with the identified circuit managers to implement circuit improvement plans so that all deliverables are delivered (met or achieved) within agreed deadlines; Monitor on behalf of the DBE the refinement, implementation and monitoring of responsive improvement plans in order to record lessons for possible replication; Oversee the implementation of the turnaround strategies for each identified circuit; undertake follow-up work to ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291
<u>NOTE</u>	:	All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 16 September 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : This Department is an affirmative action employer which endeavours to apply representivity and gender equality. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 32/08** : **ASSISTANT DIRECTOR: DEFENCE STRATEGY REF NO: DPSP/51/32/22**
 Defence Policy, Strategy & Planning Division
 Chief Directorate: Strategic Management
 Directorate: Strategy and Plan
 Re-advertised, applicants who previously applied for this post Ref No: DPSP/23/21/01 must re-apply if they still interested.
- SALARY CENTRE** : R477 090 per annum (Level 10)
 : Defence Headquarters, Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- REQUIREMENTS** : NQF Level 6/7 (Diploma/Advanced Certificate or Bachelor's Degree/Advanced Diploma): A qualification related to management science, strategic studies or related field is required. A relevant post graduate NQF 7 tertiary qualification will be preferred. A minimum of two (2) years' experience in the environment of strategy and planning at Divisional or corporate level is required. Five to ten (5–10) years related working experience is preferred. Special requirements (Skills needed): Excellent research, analytical, report writing (Conventions of Service Writing), communication and project management skills. Understanding and interpretation of relevant Regulatory Frameworks and Policies. Sound understanding of strategy development, implementation, monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Fully conversant with the operation of MS Access database and able to capture data and generate reports. Must be able to

		function under pressure and against deadlines. Must be able to comply with the security clearance processes of the Department of Defence.
<u>DUTIES</u>	:	Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic and Functional Guidelines for Planning. Assist with the management of Strategies. Assist with the development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact the DOD.
<u>ENQUIRIES</u>	:	Mr P. Ramsing Tel No: (012) 355-5967
<u>APPLICATIONS</u>	:	Department of Defence, Defence Policy Strategy and Planning, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Defence Headquarters (Reception), Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria, 0001.
<u>NOTE</u>	:	Applicants will be expected to undergo a competency test that may entail the development of a report and presentation, as part of the interview. Preference will be given to candidates whose appointment will assist in achieving its Employment Equity targets in terms of the Divisions and Directorate's Employment Equity Plan. African Females/Males and Coloured Females/Males are encouraged to apply.
<u>POST 32/09</u>	:	<u>SENIOR TRAINING OFFICER (D ETD) REF NO: CDHRD/53/32/22</u> Directorate: Education Training and Development (D ETD)
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a three year ABET National Diploma/Degree or Human Resource Development qualification. A minimum of three to five (3 – 5) years' experience in HRD/HRM. Special reference to Education Training and Development (ETD) practices will be an advantage. Special requirements/skills needed: Good interpersonal skills, organising, research, problem solving, analysing, innovation and creative, decision making, influencing, presentation and negotiating skills. Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Drivers' license is essential and must be willing to obtain a military drivers' license. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Coordinate the availability of Continuing Education and Training (Adult Education and Training) at regional level. Coordinate the availability and presentation of Continuing Education and Training (Grade 12) at regional level. Conduct research on Continuing Education and Training. Evaluate and compile reports.
<u>ENQUIRIES</u>	:	Ms .V.M. Sebeho Tel No: (012) 355 5710/Mr T.C. Mahwai Tel No: (012) 355 6082.
<u>APPLICATIONS</u>	:	Department of Defence, Human Resource Division, CD HR Development, Private Bag X159, Pretoria, 0001 or you may hand deliver at Department of Defence, Armscor Building, Cnr Boeing & Nossob Street, Erasmuskloof, Pretoria.
<u>POST 32/10</u>	:	<u>PERSONNEL OFFICIAL: (PRODUCTION) REF NO: DHRCM/49/32/22/03</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	D HR CM (PSAP), Bank of Lisbon, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4). Experience in Mainframe/Persol Orientation and in Human Resource will be an added advantage. Special Requirement (skills needed): Must be computer literate (MS Word/ MS Excel/ MS PowerPoint and Internet usage). Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.
<u>DUTIES</u>	:	Provide personnel administrative support wrt the placement of advertisement in the DOD, broader Public Service, also daily manage the applications of advertised posts. Attend shortlisting and selection board as HR rep's/administration assistance (secretarial assistance) and prepare minutes for signature chairperson, prepare and present submission for approval to

higher authority. Compilation of appointment letters after approval obtained. Conduct verification of qualification and send to SAQA, prepare and present submission for preliminary vetting to DI. Maintain safekeeping of finalized advertisement and submission in cabinet. Provide an internal consultancy service to line managers and clients iro staffing matters and the rules & regulations that regulate the recruitment process, compilation of letters iro general staffing enquiries.

ENQUIRIES
APPLICATIONS

- : Ms T.N. Gqunu Tel No: (012) 339 5421
- : Department of Defence, Director Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, Pretoria.
- : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.

NOTE

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.

<u>CLOSING DATE</u>	:	09 September 2022 at 16:00
<u>NOTE</u>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, 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. ONLY 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) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 32/11</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER 3 REF NO: HR4/4/6/117</u>
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE</u>	:	Polokwane Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Social Science / Public Administration, Two (2) years supervisory experience, Two years' functional experience in Employment Services administration/ coordination. Knowledge: ILO Conventions, Financial management, Human resource management, Recruitment and selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

<u>DUTIES</u>	:	Coordinate and maintain the relationship within Employment Service stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the department. Oversee the provision of technical advice and administration services regarding Public Employment Service legislations to the clients. Provide administrative support to PES Labour Centres. Manage all the resources of the division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MS Lebogo Tel No: 015 290 1662
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Limpopo
<u>POST 32/12</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/6/118</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Labour Centre, Thohoyandou
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TE Maluleke Tel No: 015 290 1768
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/13</u>	:	<u>SUPERVISOR (DRIVER) MOBILE LABOUR CENTRE: REGISTRATION SERVICES REF NO: HR4/4/6/119</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Louis Trichardt Labour Centre
	:	Three (3) year tertiary qualification in Public/Business Administration/Management/ Transport Management. Two (2) years relevant experience as Client Service Officer. Valid Code 10 drivers licence and a PDP. Knowledge: Labour legislations, Departmental policies and procedures, Departmental guidelines and directives, Public service regulations (basic knowledge), Client orientation Strategy (Batho Pele Principles). Skills: Computer literacy, Planning and organising of work, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accurate data capturing, Driving, Problem solving.
<u>DUTIES</u>	:	Render effective Employment Services functions. Provide effective Inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services. Manage Mobile Labour (MLC).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Makgobola Tel No: 015 290 1664
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/14</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/6/120</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Modimolle Labour Centre
	:	Three-year tertiary qualification in Public Management / Public Administration / Social Science / OHS / Finance / HRM, Two years' functional experience in a pension administration / claims processing environment of a financial nature.

		Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Customer Service (Batho Pele Principles), Risk awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving and decision making.
<u>DUTIES</u>	:	Render pension administrative duties. Claims adjudication and processing.
<u>ENQUIRIES</u>	:	Ms. JM Fope Tel No: 015 290 1699
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
	:	Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/15</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATOR REF NO: HR4/4/6/121</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three-year relevant tertiary qualification in Risk Management/Internal Audit/Risk and Security Management, Two years functional experience in anti-fraud and corruption environment and a Valid driver's license Knowledge: Investigative Principles and Practices, Departmental and 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, Batho Pele Principles. Skills: Planning and Organizing, Time management, Conflict management, Analytical, Investigation skills, Communication, Computer literacy, Presentation skills, Communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel No: 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
	:	Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/16</u>	:	<u>FIELD ICT TECHNICIAN REF NO: HR 4/4/8/58</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	A Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Systems PLUS a valid code 8 driver's license. 2 years functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Processes, Departmental Policies and procedures, Batho Pele Principles. Skills: Communications, Analytical thinking, Process Improvement, Leadership, Good interpersonal relation, Listening.
<u>DUTIES</u>	:	Provide Desktop and Printer support. Provide Call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.
<u>ENQUIRIES</u>	:	Ms M Hlanjwa Tel No: 053 838 1704
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
<u>FOR ATTENTION</u>	:	uman Resources Operations, Provincial Office Kimberley
<u>POST 32/17</u>	:	<u>PRACTITIONER: FLEET MONITORING & INSPECTION REF NO: HR4/4/6/122</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo

<u>REQUIREMENTS</u>	:	A relevant three (3) year relevant tertiary qualification in Transport/ Fleet Management, one (1) year functional experience in Fleet/ Transport Management Services, and a valid driver's license. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles, Methods, materials, tools and equipment used in the maintenance and repair of vehicles, Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service Regulations, operations, policies and objectives, Policies and objectives of assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Oral and written communication skills, Interpersonal skills using tact, patience and courtesy, Operation of a computer and assigned software, Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organizing, Report writing, Computer, Coordination, Monitoring and evaluation, Time management.
<u>DUTIES</u>	:	Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel No: 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/18</u>	:	<u>CLIENT SERVICE OFFICER REF NO: HR 4/4/8/01</u> (Re-advertisement)
<u>SALARY</u>	:	R211 713 per annum
<u>CENTRE</u>	:	Upington, Northern Cape
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. No experience needed. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Department Policies, Procedures and Guidelines, Batho Pele principles.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all Clients who visit the Labour Center. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive all COIDA Applications and Employer registration forms for COIDA. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Mr S Ndimande Tel No: (054) 331 1752
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 32/19</u>	:	<u>SENIOR ADMIN CLERK: CLAIMS PROCESSOR REF NO: HR4/4/6/123</u>
<u>SALARY</u>	:	R211 713 per annum
<u>CENTRE</u>	:	Labour Centre Modimolle
<u>REQUIREMENTS</u>	:	Grade twelve certificate. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Human anatomy/Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund values, Required IT knowledge, IT operating Systems, Risk awareness, COID Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge Skills: Required Technical Proficiency, Business Writing skills, Required IT skills, Fund IT Operating Systems, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Mr. M Makgobola Tel No: 015 290 1664

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/20</u>	:	<u>PROVISIONING CLERK REF NO: HR4/4/6/124</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Provincial Office Limpopo
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS System, Preferential Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficiency in the Province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	:	Ms. JM Fope Tel No: 015 290 1699
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/21</u>	:	<u>ADMINSTRATON CLERK: PUBLIC EMPLOYMENT SERVICE REF NO: HR4/4/6/125</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Labour Centre Thohoyandou
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
<u>DUTIES</u>	:	Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Mr M Makgobola Tel No: 015 290 1664
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 32/22</u>	:	<u>OFFICE AID REF NO: HR4/4/6/126</u>
<u>SALARY</u>	:	R124 434 per annum
<u>CENTRE</u>	:	Labour Centre Modimolle
<u>REQUIREMENTS</u>	:	Standard 8 / Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice Skills: Interpersonal skills, Verbal communications, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Ms. MS Lebogo Tel No: 015 290 1662
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.
- Cape Town:** 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** : marked for the attention: Human Resources Management
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. 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 a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 32/23** : **DEPUTY DIRECTOR - GENERAL: CLIMATE CHANGE AND AIR QUALITY MANAGEMENT REF NO: CCAQ11/2022**
- SALARY** : R1 544 415 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Environmental Science/Management and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Knowledge of international environmental and

development issues (globally, regionally, and locally). Experience in international liaison and coordination, an awareness of SA and government's priorities. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Ability to develop, interpret and apply policies, strategies, and legislation. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES

: Monitor and evaluate national climate change responses in order to ensure informed climate change response decision-making and lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change mitigation responses. Lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change adaptation responses. Ensure that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. Prepare for, negotiate and inform the implementation of multi-lateral, mini-lateral and bilateral climate change agreements and reporting. Effectively manage, facilitate and coordinate the department's international relations, engagements and cooperation agreements. Development, implementation and management of an efficient and knowledge management system provides high-level advocacy for sustainable consumption and production. Manage environmental sector performance and facilitate the development and implementation of the strategic and operational plans for the sector.

ENQUIRIES

: Mr G. Ntshane Tel No: 012 3998628 / cell: 079 879 9656

CLOSING DATE

: 19 September 2022

POST 32/24

: **CHIEF DIRECTOR: BUSINESS PERFORMANCE & STRATEGIC MANAGEMENT REF NO: CMS26/2022**

SALARY

: R1 269 951 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification in Public Management or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of strategic management and service delivery improvement. Strategic capability and leadership; people management and empowerment. Understanding of project management and financial management. Knowledge of policy development and monitoring and evaluation process. Ability to lead a multidisciplinary team. Knowledge of performance reporting and administrative procedures. Sound organising, planning and excellent communication skills, report writing, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES

: Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Oversee the development and implementation of the Department's strategic and annual performance plans. Provide strategic planning support on the development of the sector's Medium Term Strategic Framework Plan. Oversee the development and maintenance of an integrated monitoring and evaluation system. Facilitate the development of capacity to implement and manage the monitoring and evaluation system. Ensure the development and implementation of service delivery improvement plans and initiatives. Manage and coordinate the development and monitoring of the Department Service Delivery Improvement Programme. Oversee sector planning and monitoring for the implementation of sector priorities.

ENQUIRIES : Mr G. Ntshane Tel No: 012 3998628 / cell: 079 879 9656
CLOSING DATE : 19 September 2022

OTHER POSTS

POST 32/25 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: CMS27/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree in Psychology/ Social Sciences and Registration with Health Professions Council of South Africa (HPCSA) as Counsellor or Psychologist or South African Council for Social Service Professions (SACSSP) as a Social Worker. 3 - 5 years' experience in managing Employee Health and Wellness of which three (3) should be at junior managerial level (Assistant Director Level or equivalent). Knowledge and understanding of Project Management. Knowledge of EAPA SA standards, DPSA EHW Framework and policies, Health and behavioural risks in the workplace, HIV/AIDS National Strategic Plan, HR Practices, and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Public Service and Departmental procedures and prescripts. Sound planning and organizing skills, good communication skills, interpersonal skills, Supervisory and problem- solving skills, Coordinating skills, Advanced counselling skills and advanced EAP skills. Computer Literate. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES : Coordinate the implementation of wellness management programmes. Coordinate the implementation of assessment, counselling, and referral services of employees. Coordinate the implementation and support of employees' healthy lifestyles. Coordinate the implementation of HIV and TB management programmes. Coordinate the implementation of Health and Productivity Management programmes. Coordinate the implementation of Health screens of employees. Coordinate the development, implementation and review of Employee Health and Wellness Policies. Liaison with related stakeholders and external service providers in the Wellness fraternity. Coordinate training and development of departmental stakeholders (managers and supervisors and organized) to effectively manage employees wellness. Marketing and promotion of employee assistance services. Coordinate the compilation of Employee Health and Wellness Reports. Coordinate the compilation of annual Employee Health and Wellness Operational Plans. Management of the external Employee Health and Wellness service providers. Monitoring and evaluation of the implementation of the Employee Health and Wellness Policies. Record keeping of confidential Personal information of clients. Management of the Sub-Directorate: Employee Health and Wellness.

ENQUIRIES : Mr S Nyathi Tel No: 012 399 8693
CLOSING DATE : 12 September 2022

POST 32/26 : **ASSISTANT DIRECTOR: SERVICE CONDITIONS AND BENEFITS REF NO: CMS28/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : A Three-year Diploma/Degree on (NQF6) in Human Resources Management or equivalent qualification within the relevant field. A minimum of 3-5 years' experience in Service Conditions and Benefits. Experience in managing Policy on Incapacity Leave and ill - Health Retirement (PILIR) and experience in managing service termination process. Understanding of the Human Resource Management Legislations and regulatory framework. Knowledge and understanding of Public Service procedures and prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures. Knowledge of administrative procedures, project management and personnel management. Good communication skills (verbal and written). Good interpersonal skills, Supervisory skills and change management skills. Knowledge of policy development and implementation. Sound research, analytical, organising, planning, presentation coordination

		and stakeholder liaison skills. Experience in PERSAL system. Ability to work under pressure and adhere to strict deadlines.
<u>DUTIES</u>	:	Manage and monitor the implementation of service benefits and conditions such as leave allowances, resettlement, medical assistance, and long service recognition. Conduct information sharing sessions on service benefits and conditions. Manage the performance of other remunerative work outside the public service (ORW) and financial disclosures. Manage Policy on Incapacity Leave and Ill- Health Retirement (PILIR). Manage the implementation service termination process and exit interviews.
<u>ENQUIRIES</u>	:	Mr. P Mpati Tel No: (012) 399 8653
<u>CLOSING DATE</u>	:	12 September 2022
<u>POST 32/27</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: CMS29/2022</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Three-year Diploma/Degree on (NQF6) in Human Resource Management/ Human Resource Development/ Management of Training/ Public Management/ Industrial Psychology. A minimum of 3-5 years' experience in Performance Management for Senior Management Services (SMS) and below Senior Management Services (Non-SMS). Computer literacy Skills that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel, PowerPoint, Outlook, OneDrive, MS Teams and Word. Knowledge of SMS handbook, Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks.
<u>DUTIES</u>	:	Coordinate the submission of Performance Agreements for SMS and non-SMS members. Coordinate Mid-term and annual performance moderations for SMS and non-SMS. Ensure compliance with the submission of Performance Management documents, such as Performance Agreements, Assessments & Probations reports, etc. Facilitate and monitor the implementation of pay progression and merit awards. Coordinate implementation of OSD and incentive framework directives. Coordinate the management of probation for SMS & non-SMS members. Coordinate SMS members PMDS process and support on Balanced Scorecard system. Oversee performance management database and ensure alignment with PERSAL information. Quality check PMDS documents in line with SMS handbook and PMDS Directives. Conduct training and information sharing sessions.
<u>ENQUIRIES</u>	:	Mr. N Chauke Tel No: (012) 399 8673
<u>CLOSING DATE</u>	:	12 September 2022
<u>POST 32/28</u>	:	<u>ASSISTANT DIRECTOR: SMALL-SCALE FISHERIES MANAGEMENT REF NO: FIM29/2022</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or Postgraduate Diploma in Environmental Management or relevant equivalent qualification as recognized by SAQA. A minimum of 3-5 years' working experience in environmental management or related field. Experience in staff supervision. Knowledge and understanding of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and the regulations promulgated thereunder. Knowledge and understanding of the small-scale fisheries policy and commercial rights. Experience in project management. A valid driver's license.
<u>DUTIES</u>	:	Facilitate the establishment of the small-scale fisheries sector. Facilitate allocation of fishing rights. Provide support to co-operatives. Establish and facilitate local and regional co-management structures. Identify, recognize, and engage with interested and affected stakeholders. Establish terms of

		reference. Monitor and evaluate co-management structures. Manage permitting and databases. Provide inputs for drafting of permit conditions. Update database and report queries. Facilitate the implementation and management of the integrated support strategy for the small-scale fisheries sector. Provide inputs with drafting consultation plans for support programs. Manage the facilitation of partner engagement for the implantation of support programmes.
<u>ENQUIRIES</u>	:	Ms B. Mullins at 083 508 9105
<u>CLOSING DATE</u>	:	12 September 2022
<u>POST 32/29</u>	:	<u>SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY OFFICER REF NO: EP05/2022</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Eastern Cape Region (based in East London)
<u>REQUIREMENTS</u>	:	A Three-year National Diploma (NQF6) in Occupational Health and Safety / Environmental / Risk / Quality Management or equivalent qualification within the relevant field. A minimum of 2 - 3 years' experience in the relevant field with experience in project or programme safety planning, implementation, and compliance assessments. Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage. Good communication and report writing skills. Computer literacy. People, change management and empowerment skills. Knowledge of all applicable legislation (e.g., Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA, Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to travel and work long hours with limited supervision.
<u>DUTIES</u>	:	The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection, and audits within a legislative framework. Assess OH&S plans and files on site. Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID. Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations. Identify occupational health and safety interventions to address compliance shortcomings. Analyses quarterly self-assessment reports and recommend required intervention. Promote health and safety through competency checks, health and safety programmes and training.
<u>ENQUIRIES</u>	:	Mr M Talip at 082 632 5382
<u>CLOSING DATE</u>	:	12 September 2022
<u>POST 32/30</u>	:	<u>ADMINISTRATIVE OFFICER: BUILDING MANAGEMENT REF NO: CMS02/2022</u> Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Three-year National Diploma on (NQF 6) in Building Management / Real Estate Management / Facilities Management or relevant qualification within the related field plus one (1) year experience in property management. Knowledge of lease management, contract management and budgeting. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Knowledge of Public Service financial legislative framework. Problem solving and analysis. Client orientation and customer focus. Required skills: Good interpersonal relations, Communication (written and verbal). Ability to gather and analyze information. Ability to work individually and in team. Ability to interpret and apply policies and legislation. Ability to work under pressure and have sense of responsibility and loyalty.
<u>DUTIES</u>	:	Administration of building management functions. Procurement of new or alternative or renewal office accommodation for the Department regional offices as per client's request, Coordinate client's forums and meetings with DPWI and landlord. Administration of utility accounts. Receive, verify telephone

accounts received from the service provider and ensure correctness upon receiving Department's invoice accounts, prepare BAS payments and submit to finance. Compile monthly telephone expenditure reports. Administration of maintenance services and coordinating compliance on buildings regulations. Conduct site inspections, physical condition assessment and draft reports for all inspected offices, advise DPWI of the recommendations as per the outcome of the reports. Ensure compliance of occupational health and safety act and building regulations for all Department offices. Telecommunication infrastructure installations. Receive, analyse, and ensure that all requests for telephone installations are processed. Ensure that upgrades of telephone lines are prepared and sent to the Service provider and faulty lines are reported. Compile telephone service request spreadsheet.

ENQUIRIES
CLOSING DATE

: Mr D Sikhwari Tel No: 012 399 8534
: 12 September 2022

DEPARTMENT OF HEALTH

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

MANAGEMENT ECHELON

<u>POST 32/31</u>	:	<u>DEPUTY DIRECTOR - GENERAL: HIV/AIDS, TB& MCWH REF NO: NDOH 80/2022</u> Branch: HIV/AIDS, TB, Maternal and Child Health
<u>SALARY</u>	:	R1 554 415 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF 7) and a post-graduate (NQF 8) qualification in Health Sciences, a qualification in MBCHB, as recognised by SAQA. A minimum of eight (8) years' experience at a senior management level. Experience must include health policy development and implementation. Good strategic leadership, strong clinical and management (administrative) skills. Communication (written, liaison and verbal) skills. A good record of accomplishment of managing strategic programmes/projects of national scope. Knowledge of accounting and internal auditing, revenue, expenditure, assets, and liability management as well as transactional and developmental finance. Knowledge of government protocols, processes, and regulations. High level of ability to analyse, synthesise information, and formulate policies and strategies. Willingness to travel frequently and work long irregular hours. Ability to function under pressure. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Develop a policy framework and monitor the implementation and management of; HIV/AIDS programmes, Women's, Maternal and Reproductive Health programmes and National TB Control programme as well as develop a policy framework to facilitate the implementation of quality norms and standards for the health and development of children and youth. Provide strategic leadership and overall management of resources. Facilitate a risk management process in the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms VM Rennie at: Valerie.Rennie@health.gov.za The Director-General, National Department of Health, Private Bag X399, Pretoria. Hand delivered application may be submitted at Dr AB Xuma Building, 128 Voortrekker Road and Raslouw or should be emailed to: recruitment@health.gov.za quoting the relevant post reference number on the subject line.
<u>FOR ATTENTION NOTE</u>	:	Ms T Moepi 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are

respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE

: 12 September 2022 at 12H00 Midday

POST 32/32

: **CHIEF DIRECTOR: LEGAL SERVICES REF NO: NDOH 81/2022**

Chief Directorate: Legal Services and Parliamentary Affairs

Re-advert, applicants who previously applied need to re-apply.

SALARY

: R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

**CENTRE
REQUIREMENTS**

: Pretoria

: A four- year Legal Qualification. An Admission as an Advocate or Attorney would be an advantage. At least five (5) years' experience at senior management level (strategic management level) within a legal environment. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents and/or contracts. Advance knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Intergovernmental relations framework as well as procurement prescripts. Excellent communication skills (written and verbal). Interpersonal and computer skills (MS Office package). A creative and an innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function under pressure. Valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES

: Draft and supervise the drafting of all legislations administered by the department. Provision of legal support (including the management and coordination of litigation as well as ensuring compliance with the requirements of chapter 9 institution) to the department and ministry. Continued review of the legislation administered by the department. Effective and efficient management of financial, physical, and human resources. Management of risk and audit queries.

**ENQUIRIES
APPLICATIONS**

: Ms VM Rennie at: Valerie.Rennie@health.gov.za

: The Director-General, National Department of Health, Private Bag X399, Pretoria. Hand delivered application may be submitted at Dr AB Xuma Building, 128 Voortrekker Road and Raslouw or should be emailed to: recruitment@health.gov.za quoting the relevant post reference number on the subject line.

**FOR ATTENTION
NOTE**

: Ms T Moepi

: 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the

right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	12 September 2022 at 12H00 Midday
<u>POST 32/33</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCES FOR HEALTH REF NO: NDOH 82/2022</u> Re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	National Department of Health, Pretoria An undergraduate qualification (NQF 7) as recognised by SAQA in Health Science. A qualification in Health Economics will be an advantage. At least five (5) years' experience at a Senior Management level in Human Resources Management or related field. Experience should include the development, implementation and monitoring of HRH workforce policies, planning, education, and training programmes. SMS pre-entry Certificate is required for appointment finalisation. Knowledge of global trends and best practices in HRH policy and planning. Knowledge of local HRH Information Systems (e.g. PERSAL and ICSP Online). Performance, procurement and financial management. Good communication (verbal and written), microsoft office package, planning, organisational and management skills. Ability to work independently ability and under pressure as well as work long and irregular hours. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Provide strategic leadership and facilitate the development and implementation and monitoring of HRH policies. Provide strategic direction of HRH Planning, Management and Development. Ensure the maintenance of a well-developed HRH Information Systems. Strengthen stakeholder relations. Provide strategic leadership and overall management to the Directorate within the Cluster.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms VM Rennie at Valerie.Rennie@health.gov.za The Director-General, National Department of Health, Private Bag X399, Pretoria. Hand delivered application may be submitted at Dr AB Xuma Building, 128 Voortrekker Road and Raslouw or should be emailed to: recruitment@health.gov.za quoting the relevant post reference number on the subject line.
<u>FOR ATTENTION NOTE</u>	:	Ms T Moepi 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are

respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	12 September 2022 at 12H00 Midday
<u>POST 32/34</u>	:	<u>CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 83/2022</u> Re-advertisement, applicants who previously applied need not re-apply, they will be duly considered.
<u>SALARY</u>	:	R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	National Department of Health, Pretoria An undergraduate qualification (NQF level 7) as recognized by SAQA. A qualification in Health Science / Public Health/International relations will be an added advantage. At least five (5) years' experience at a senior management level in International Relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management, strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the Sustainable Development Goals (SDG). Support the prevention and control of regional public health risks that threaten South African and African population including humanitarian assistance. Facilitate participation in various international structures to strengthen bilateral, trilateral relations including multilateral treaties. Support the Facilitation of the International Development Assistance and Partnership programme. Advance and coordinate global health agenda in Africa and Middle East, North-South Partnerships as well as South-South relations. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms VM Rennie at Valerie.Rennie@health.gov.za The Director-General, National Department of Health, Private Bag X399, Pretoria. Hand delivered application may be submitted at Dr AB Xuma Building, 128 Voortrekker Road and Raslouw or should be emailed to: recruitment@health.gov.za quoting the relevant post reference number on the subject line.
<u>FOR ATTENTION NOTE</u>	:	Ms T Moepi 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the

requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	12 September 2022 at 12H00 Midday
<u>POST 32/35</u>	:	<u>CHIEF DIRECTOR: HIV/AIDS AND STIs REF NO: NDOH 84/2022</u> Chief Directorate: HIV and AIDS and STIs
<u>SALARY</u>	:	R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) in Health Sciences as recognised by the SAQA. Registration with the Health Professionals Council of South Africa will be an advantage. A post-graduate qualification in this field will be an added advantage. At least five (5) years' experience at a senior managerial level in a health-related environment of which three years' experience must be in the field of HIV/AIDS and STI prevention, care and support. Experience in dealing with multilateral, other bilateral aid agencies, Government Departments, and media. Sound and in-depth knowledge of relevant prescripts and application of the legislative framework governing the Public Service. Extensive knowledge of HIV and AIDS, STIs management and health science environment. Knowledge and understanding of PFMA and Treasury regulations. Good communication (verbal and written), interpersonal, strategic capability, leadership, policy analysis and development, organisational, financial management, people management, problem solving and analysis, project management and diversity management skills. A valid driver's license. SMS pre-entry Certificate will be required for appointment finalisation.
<u>DUTIES</u>	:	Strengthen and coordinate integration of HIV/TB services by providing capacity, mentorship and support to provincial and district management teams to offer quality HIV/TB integrated services within primary health care. Develop national TB&HIV operational plan that is in line with the annual performance plan to implement expansion of TB&HIV collaborative activities. Provide leadership, strategic direction and support to the directorate in relation to development of policy, service delivery and manage comprehensive care management support. Develop and implement a comprehensive care and treatment package. Provide leadership, strategic direction and support to the directorate in relation to HIV and AIDS care, support and treatment programmes. Develop and maintain planned men's health policies and guidelines, programme, contributing to the implementation of the NDOH annual performance plan. Support expansion of MMC services for scale up. Oversee the implementation of conditional grants and ensure the management of agreements between the department of health and the non-governmental organisation. Conduct provincial monitoring and support visits. Manage risk, audit queries and resources.
<u>ENQUIRIES</u>	:	Ms VM Rennie at Valerie.Rennie@health.gov.za
<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. Hand delivered application may be submitted at Dr AB Xuma Building, 128 Voortrekker Road and Raslouw or should be emailed to: recruitment@health.gov.za quoting the relevant post reference number on the subject line.
<u>FOR ATTENTION</u>	:	Ms T Moepi
<u>NOTE</u>	:	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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	12 September 2022 at 12H00 Midday
<u>POST 32/36</u>	:	<u>CHIEF-DIRECTOR: HEALTH CARE BENEFITS AND PROVIDER PAYMENT</u> <u>REF NO: NDOH 44/2022</u> Chief Directorate: Health Care Benefits and Provider Payment (Five Year Contract)
<u>SALARY</u>	:	R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health, Economics or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Decision Science, Health Economics, Operations Research, Biostatistics, Epidemiology, or related Quantitative Social Science field would be an advantage. At least five (5) years' experience at a senior management level in the design of health care benefits and provider payment mechanisms and services. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design, Health Needs Assessments, Health Technology Assessment and National Health Insurance Plan. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Design health care benefits methodology and capacity for primary health care (capitation) and hospital care. Develop methodology and capacity for conducting health needs assessments. Develop methodology and capacity for health technology assessment (HTA). Develop methodology and capacity for coding health care benefits and packages. Develop provider payment mechanisms and rates.
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/37</u>	:	<u>CHIEF DIRECTOR: RISK AND FRAUD MANAGEMENT REF NO: NDOH 45/2022</u> Chief Directorate: Risk and Fraud Management (Five Year Contract)
<u>SALARY</u>	:	R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) as recognised by SAQA in Fraud/Risk Management. Studies in Financial Management or Accounting or Auditing will be an advantage. At least five (5) years' experience at a senior management level in the risk and fraud management field. Knowledge of Fraud/Financial crime prevention and detection systems and related business processes as well as knowledge of King IV governance. Ability to operate a computer and telecommunications equipment and systems as well as being familiar with the following systems, among others: MS Office (Word and Excel) and risk management software. Good problem solving, critical thinking, accuracy, communication (written and verbal), decision making, objectivity, resilience, interpersonal, assertiveness, customer service, planning, organisational and team management skills. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Develop, manage and implement sound risk management and promote governance within the NHI. Develop, manage and implement the strategy to reduce fraud, corruption and maladministration. Identify, measure fraud risks and take steps to mitigate identified risk. Develop and implement fraud compliance processes and procedures. Design and develop fraud risk controls and conduct fraud risk assessments.
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	19 September 2022 Closing Time: 12:00 Mid-day
<u>POST 32/38</u>	:	<u>CHIEF DIRECTOR: USER & SERVICE PROVIDER MANAGEMENT REF NO: NDOH 46/2022)</u> Chief Directorate: User and Service Provider Management (Five Year Contract)
<u>SALARY</u>	:	R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF 7) as recognised by SAQA in Computer Science or ICT. A post-graduate qualification (NQF 8) in management or health related field will be an advantage. At least five (5) years' experience at a senior management level in health sciences or related. Proven experience and knowledge of health provider accreditation, quality and complaints management and related business processes. Extensive ability to operate a computer and telecommunications equipment and systems. Good problem solving, critical thinking, accuracy, communication (written and verbal), decision making, objectivity, resilience, interpersonal, assertiveness, customer service, planning, organisational and team management skills. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Develop and manage primary health care accreditation and hospital accreditation methods and operating procedure. Develop and manage purchasing and contracting methods and operating procedures for primary health care contracting and hospital contracting. Develop and manage performance monitoring methods and operating procedures for service delivery monitoring and evaluation. Develop and manage a complaint management and resolution system (CMRS) and establish and run a user care and call centre. Develop and manage a Patient Registration System, including methods and operating procedures for maintaining its currency.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)

<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/39</u>	:	<u>SENIOR SOFTWARE DEVELOPMENT ENGINEER REF NO: NDOH 47/2022</u> Chief Directorate: Digital Health Information System
<u>SALARY</u>	:	R1 269 951 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF 7) as recognized by SAQA in Computer Science or ICT. At least five (5) years' experience at senior management level in installing, configuring and troubleshooting UNIX/Linux based environments. Experience in the administration and performance tuning of application stacks e.g. Tomcat, JBoss, Apache, Ruby and NGINX. Cloud, virtualisation and containerization e.g. VMware, Virtual Box. Understanding of both operational and scope aspects of projects. Experience with monitoring systems, automation software like Puppet, cfengine, Chef. Knowledge of OSI network layers, TCP/IP, data architecture and programming, interpretation of technical requirements into an overall system planning that makes the best working capability at reasonable cost, the health sector (Basic), National Health Insurance Plan, Public Service Regulation and Public Service Act and National Health Act/Bill. Good shell scripts, Perl, Ruby, Python, conflict and people management, information security, analytical, ethical behaviour, communication (written and verbal), customer service, planning, organisational, computer (MS Office), stakeholder, time and team management skills. Ability and willingness to travel. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Manage and monitor all installed systems and infrastructure to proactively ensure the highest levels of systems and infrastructure availability. Support installation, configuration, testing and maintenance of operating systems, application software and system management tools. Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes. Actively maintain security, backup, and redundancy strategies for NHI IS Infrastructure. Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za

<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION NOTE</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/40</u>	:	<u>DIRECTOR: PROVIDER PAYMENT MECHANISM AND RATES REF NO: NDOH 48/2022</u> Chief Directorate: Health Care Benefits and Provider Payment Design (Five Year Contract)
<u>SALARY</u>	:	R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Finance or Accounting, Economics, or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Finance or Accounting, Health Economics, or related Quantitative Social Sciences field would be an advantage. At least five (5) years' experience at a middle management level in Health Economics/ Accounting conducting sophisticated quantitative analyses and proven economic research output relating to health economic modelling techniques. Experience developing health-focused econometric models using decision analysis software. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design and payment, and National Health Insurance Plan. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

<u>DUTIES</u>	:	Review the existing data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. DRG), as well as opportunity for and constraints to changes. Develop an approach to on-going revisions of the provider payment system, and develop, pilot, and implement new provider payment mechanisms. Determine the nature of provider payment mechanisms and adopt additional mechanisms, including capitation for PHC and DRG for hospitals. Define cost modelling methodology and required data sets and develop costing manual and determine the prices of health care services/drugs/consumables to be paid by the NHIF based on developed costing manual. Prepare information for the public on the prices of services/drugs/consumables included in the Health Care Benefits.
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/41</u>	:	<u>DIRECTOR: MEDICAL DEVICES AND HEALTH TECHNOLOGY</u> <u>PROCUREMENT MANAGEMENT REF NO: NDOH 49/2022</u> Chief Directorate: Health Products Procurements (Five Year Contract)
<u>SALARY</u>	:	R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Biomedical Engineering, Pharmacy Biology, Nursing, Life Sciences, Public Health, Health Economics, or other related Health fields. A postgraduate qualification (NQF level 8) in Supply Chain management, a Biomedical Engineering degree would be an advantage. At least five (5) years' experience at a middle management level in health product supply chain management and

price negotiations. Knowledge of Supply chain software and understand the principles of health product procurement. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Work with the Health Care Benefits Directorate in the development and maintenance of the Formulary (comprised of the Essential Medicine List and Essential Equipment List) as well as a list of health-related products used in the delivery of health care services to determine the selection of medical devices and health technology to be procured for NHI providers. (SAHPRA approved products). Participate in the review of the Formulary annually, or more regularly if required, to take into account changes in the burden of disease, product availability, price changes and disease management. Develop a list of high-cost devices and equipment of potential value to NHIF service delivery and manage the national health products devices and equipment list (Formulary). Coordinate the supply chain management process and price setting for medical devices and health technology. Establish mechanisms to monitor and evaluate the risks inherent in the public procurement process and work closely with CD: Risk & Fraud Management to exclude risky practice.

ENQUIRIES : Dr. N Crisp at Nicholas.Crisp@health.gov.za
APPLICATIONS : Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

FOR ATTENTION : Ms Tumi Morake, during office hours (08:30am - 16:00pm)
NOTE : All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE : 19 September 2022, closing time: 12:00 Mid-day

POST 32/42 : **DIRECTOR: HEALTH CARE BENEFITS REF NO: NDOH 50/2022**
 Chief Directorate: Health Care Benefits and Provider Payment Design
 (Five Year Contract)

SALARY : R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion

**CENTRE
REQUIREMENTS**

of the package can be structured according to Senior Management Service Guidelines.

- : Pretoria
- : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health, Economics or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Decision Science, Health Economics, Operations Research, Biostatistics, Epidemiology, or related Quantitative Social Science field would be an advantage. At least five (5) years' experience at a middle management level in benefits design and coding. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design, Health Needs Assessments, Health Technology Assessment and National Health Insurance Plan. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

- : Develop methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments (consider costs, cost-effectiveness), and monitoring and control of progress against strategic objectives, including defining the evidence-based comprehensive package of health services, medicines and consumables covered or specifically excluded from the Health Service Benefits. Develop methodology for and facilitate Health Needs Assessments for clinical interventions, pharmaceuticals and technologies. Develop and integrate a policy that links referral and portability of access to services to the benefits design. Develop methodology for, and facilitate, Health Technology Assessment (HTA) for clinical interventions, pharmaceuticals and technologies including specific health services to be added to the NHIF on an incremental basis and an approach to on-going revisions to the Health Service Benefits. Prepare information for the public on the list of Health Care Benefits for users.

**ENQUIRIES
APPLICATIONS**

- : Dr. N Crisp at Nicholas.Crisp@health.gov.za
- : Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

**FOR ATTENTION
NOTE**

- : Ms Tumi Morake, during office hours (08:30am - 16:00pm)
- : All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will

		not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/43</u>	:	<u>DIRECTOR: BUSINESS INTELLIGENCE AND DATA ANALYTICS REF NO: NDOH 51/2022)</u> Chief-Directorate: Health System Digital Information (Five Year Contract)
<u>SALARY</u>	:	R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Health Sciences or Data Science. A postgraduate in Data Science, Information Systems, Public Health or Epidemiology would be an advantage. At least five (5) years' experience at a middle management level in data science, national level projects that included data governance, leading technical teams to develop products that support decision-making, dealing with health-related data and modelling and using data to solve real-world problems. Proven knowledge of data governance; strategic planning and Implementation; legal and operational compliance, research and development and policy development. Knowledge of the health sector, National Health Insurance Plan and applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, POPI Act etc. Good communication (verbal and written), strategic capability and leadership, people management and empowerment; programme and project management; financial management; change management, problem solving, decision making, interpersonal relations, time management, analytical, planning, organizing and computer skills (MS Office package). Self-motivated and ability to work independently and as part of a team. SMS pre-entry Certificate is required for appointment finalization. A valid driver's license.
<u>DUTIES</u>	:	Develop and manage Business Intelligence (BI) system including securing and maintaining the analytical platform and ensure adherence to quality control measure for all databases. Sourcing and curation of data required for NHI fund, its stakeholders and functions. Analyse and visualise data for decision making including improvements to the service delivery platform and the application of trend, regression and statistical modeling and scenario planning to support the efficient rollout of NHI. Facilitate the linkages of disparate databases and systems. Develop and maintain appropriate Geo Spatial Platform to support decision making.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase.

Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/44</u>	:	<u>DIRECTOR: PROJECT PORTFOLIO MANAGEMENT REF NO: NDOH 52/2022</u> Chief Directorate: Health Systems Digital Information (Five Year Contract)
<u>SALARY</u>	:	R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF level 7) in Engineering or Business Administration. Post graduate qualification in project management will be an advantage. At least five (5) years' work experience in project, programme and portfolio management in the Health Sector at middle management level. Exposure through managing both Business and ICT projects will be an added advantage. A basic understanding of information systems development and implementation and ICT concepts, knowledge and understanding of the health systems, high level of emotional intelligence, ability to work in an unstructured environment requiring frequent changes based on political interference. Good problem solving, strategic thinking and management, organizational, resilience, communication (verbal and written), interpersonal, assertiveness, team management, adaptability, time management, ethical behaviour and drive and self-management skills. Ability to work under high levels of pressure, independently and with a team. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Define and manage an enterprise-wide project portfolio office which serves the needs of the NHI Digital Information and NHI Fund. Creation of a project governance framework based on NHIF requirements. Define and refine enterprise project portfolio standards, governance's structures, roadmaps, modules, and tools to ensure implementation within the NHI Fund environment working through the NHI Digital information unit. Manage, guide, oversee and advise all approve projects and to validate all solutions within the NHIF and NHIDI unit environment. Create a matrix structure of project management and governance through the Project Portfolio Office that seeks to ensure that the various teams within the NHIDI unit are led and managed appropriately.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION NOTE</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm) All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/45</u>	:	<u>DIRECTOR: INTERNAL FRAUD AND CORRUPTION INVESTIGATION UNIT</u> <u>REF NO: NDOH 53/2022</u> Chief Directorate: Risk and Fraud Management (Five Year Contract)
<u>SALARY</u>	:	R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Finance, Accounting or related field (Fraud/Risk Management). A post graduate qualification (NQF 8) in relevant discipline such as forensic auditing will be an advantage. At least five (5) years' experience at middle management level in risk, compliance and fraud management. Knowledge of Risk management software, MS office, PFMA, Treasury regulations, government policies and procedures, government budget process and procedures, accounting legislation, financial and related transversal systems used by government, financial administration and the knowledge of National Health Insurance Plan. An understanding of compliance, regulations and laws. Good problem solving, innovative thinker, organizational, information evaluation, decision making, objectivity, resilience, communication (verbal and written), negotiation, conflict management, interpersonal, assertiveness, customer service, planning and team management skills. Ability to use data analytics and other methods to detect fraud, identify and analyse fraud schemes as well as reliable and thorough with a deep commitment to accuracy. Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Investigate internal fraud and corruption in the NHIF. Develop the capacity and procedures to be followed for investigating fraud and corruption in the health sector. Facilitate and undertake internal investigations of fraud and corruption. Monitor progress and report on outcome of fraud and corruption cases. Facilitate disciplinary cases for cases of fraud and corruption in the public health sector. Manage recovery of debt for fraud and corruption cases together with the criminal justice role-players.
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/46</u>	:	<u>DIRECTOR: FRAUD AND CORRUPTION PREVENTION REF NO: NDOH 54/2022</u> Chief Directorate: Risk and Fraud Management (Five Year Contract)
<u>SALARY</u>	:	R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF 7) as recognized by SAQA in Finance/Accounting or related field (Fraud/Risk Management). A post graduate qualification (NQF 8) in relevant discipline such as forensic auditing will be an advantage. At least five (5) years' work experience at middle management in risk and fraud management field. Knowledge of fraud/financial crime prevention and detection systems and related business processes as well as Risk management software and MS office. Knowledge of the National Health Insurance Plan. An understanding of compliance, regulations and laws. Good problem solving, innovative thinker, organizational, information evaluation, decision making, objectivity, resilience, communication (verbal and written), negotiation, conflict management, interpersonal, assertiveness, customer service, planning and team management as well as reliable and thorough with a deep commitment to accuracy skills. Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
<u>DUTIES</u>	:	Develop, manage and implement sound risk management and promote governance within the NHIF. Develop, manage and implement the strategy to reduce fraud, corruption and maladministration. Identify and measure fraud risks and take steps to mitigate identified risk through development and implementation of fraud compliance processes and procedures. Conduct fraud risk assessments and design and develop fraud risk controls. Facilitate the implementation of a fraud prevention strategy.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street,

**FOR ATTENTION
NOTE**

Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE

: 19 September 2022, closing time: 12:00 Mid-day

POST 32/47

: **SPECIALIST: PROVIDER PAYMENTS MECHANISM REF NO: NDOH 55/2022**

Chief Directorate: Health Care Benefits & Provider Payment Design
(Five Year Contract)

SALARY

: R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Finance or Accounting, Economics, or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Finance or Accounting, Health Economics, or related Quantitative Social Sciences field would be an advantage. At least five (5) years' experience in costing and pricing of health care benefits at middle management level. Knowledge of the National Health Insurance Plan and patient registration and personal health records. Good communication (verbal and written), decision making, negotiation, conflict management, Interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Review the existing financial data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. DRG in hospitals), as well as opportunity for and constraints to changes, including development of an approach to on-going revisions of the provider payment system. Determine the financial implications (including ERP systems of providers) of provider payment mechanisms, contribute to the development, piloting, and implementation of new provider payment mechanisms, and propose adoption of additional mechanisms from a financial perspective. Determine the costs and prices of the evidence-based comprehensive package of health services, drugs and consumables covered or specifically excluded from the Health Service

	Benefits, develop an approach to on-going revisions of the costing of the Health Service Benefits and contribute financial (and finance management systems) inputs regarding the cost modelling methodology and required data sets, and contribute to the development and maintenance of a costing manual. Propose prices for clinical benefits and funding implications for specific health services to be added to the NHIF on an incremental basis. Contribute to the preparation of information for publication for citizens on the on the prices of services/drugs/consumables included in the Health Care Benefits.
<u>ENQUIRIES</u>	: Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	: 19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/48</u>	: <u>SPECIALIST ANALYST: KNOWLEDGE MANAGEMENT REF NO: NDOH 56/2022 (X2 POSTS)</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	: R1 073 187 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Bachelor of Science Degree (NQF 7). Post graduate qualification (NQF 8) in Health Economics or Public Health will be an advantage. At least five (5) years' experience in public health research and analytics research at middle management level. A passion for knowledge management and establishing communities of practices as well as strong strategic thinker, to identify high value cases studies or bodies of evidence to disseminate. Good strong quantitative analytics aptitude and working knowledge of qualitative analysis, problem solving, excellent communication (written and verbal) with all stakeholders, organisational, time management, resilience, assertiveness, ethical behaviour and drive and self-management skills. Ability to work

		independently and as part of a team. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Interrogate analytical outputs from the NHI-digital platform to identify best practices and lessons learnt to be shared. Facilitate a learning platform to disseminate key resources to NHI related community of practices. Prepare annual performance report for NHI Digital Platform. Facilitate and organise sessions to support data driven decision making to improve NHI contracting performance measures. Manage the monitoring and evaluation and research activities of the fund.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day

OTHER POSTS

<u>POST 32/49</u>	:	<u>MEDICAL SPECIALIST: PUBLIC HEALTH REF NO: NDOH 57/2022</u> Chief Directorate: User and Provider Management (Five Year Contract)
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191 510 per annum Grade 2: R1 283 592 – R1 362 363 per annum Grade 3: R1 489 665 – R1 862 412 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 1: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) plus current registration with the HPCSA as a Medical Specialist. Grade 2: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical

Specialist. A postgraduate qualification (NQF 8) in Public Health will be an advantage. Plus five (5) years' work experience with electronic health records and PHC medical records. Comprehensive knowledge of patient registration and personal health. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.

DUTIES : Collaborate with Dept Home Affairs and the Cluster ICT (Digital Information) to register every eligible user on the Health Patient Registration System (HPRS), linked to the National ID database and Automated Fingerprint Identification System (AFIS). Develop and maintain policy and procedures to improve registration through linking of births to the HPRS, and of managing health records after deaths. Develop and maintain policy procedures to standardise the common part of a national electronic patient record, linking benefit, diagnosis and procedure codes to individual patient records. Develop and maintain policy and procedure to link the details of treatment administered including medicines dispensed, equipment used, diagnostic tests ordered to individual patient records. Develop and maintain policy and procedure to link the establishment and provider that cares for a patient, including tracking User referrals.

ENQUIRIES : Dr. N Crisp at Nicholas.Crisp@health.gov.za
APPLICATIONS : Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

FOR ATTENTION : Ms Tumi Morake, during office hours (08:30am - 16:00pm)
NOTE : All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE : 19 September 2022, closing time: 12:00 Mid-day

POST 32/50 : **MEDICAL SPECIALIST: PHC & OP ACCREDITATION REF NO: NDOH 58/2022**
 Chief Directorate: User and Provider Management
 (Five Year Contract)

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum
 Grade 2: R1 283 592 – R1 362 363 per annum
 Grade 3: R1 489 665 – R1 862 412 per annum

**CENTRE
REQUIREMENTS**

: Pretoria
: **Grade 1:** An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) plus current registration with the HPCSA as a Medical Specialist. **Grade 2:** An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. A postgraduate qualification (NQF 8) in Public Health will be an advantage. Plus five (5) years' work experience with accreditation and quality compliance. Comprehensive knowledge of patient registration and personal health. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.

DUTIES

: Develop and maintain an appropriate staggered methodology for accreditation standards, and the procedures for accreditation, including minimum required range of personal health care services specified, appropriate number and mix of health care professionals, in accordance with guidelines, to deliver the health care services specified, adherence to health care referral pathways, etc. Develop, publish and revise accreditation regulations and published guidelines. Develop and maintain an appropriate staggered methodology for physical inspection and checks to verify that health care providers who are already certified complaint by the Office of Health Standards Compliance (OHSC) meet their awarded prescribed accreditation standards. Collaboration with the Digital Systems unit develop, maintain, analyse and monitor the registry of NHIF accredited health care providers. Develop and implement a method for monitoring continued compliance of the health care providers with their accreditation standards and status.

**ENQUIRIES
APPLICATIONS**

: Dr. N Crisp at Nicholas.Crisp@health.gov.za
: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

**FOR ATTENTION
NOTE**

: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will

		not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/51</u>	:	<u>MEDICAL SPECIALIST: PHC AND OP CONTRACTS REF NO: NDOH 59/2022</u> Chief Directorate: User and Provider Management (Five Year Contract)
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191 510 per annum Grade 2: R1 283 592 – R1 362 363 per annum Grade 3: R1 489 665 – R1 862 412 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 1: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) plus current registration with the HPCSA as a Medical Specialist. Grade 2: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. A postgraduate qualification (NQF 8) in Public Health will be an advantage Plus five (5) years' work experience with health provider contracting from a clinical perspective. Comprehensive knowledge of patient registration and personal health. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Provide clinical inputs for the development of performance based contracting methodology, including performance indicators, quality indicators, contract monitoring and payment terms. Provide clinical inputs for the development of legally binding contracts to be entered into with accredited health care service providers and health establishments at primary health care and hospital level based on the health needs of users and in accordance with referral pathways. Engage with healthcare providers that apply to be accredited, and work with the legal colleagues to conclude legally binding contracts. Develop, maintain, analyse and monitor the roll out, and continuous review, of standard operating procedures for the implementation of performance-based contracting, including from a clinical perspective, contract performance monitoring, performance verification, payments, sanctions, grievance redress and contract renewal and modification. Develop and implement a training programme for the personnel of NHIF plus selected service providers in the concepts of contracting of service providers, monitoring contract performance, identifying problems/issues, performance-based payments, and costing (develop training curricula and other materials).
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/52</u>	:	<u>MEDICAL SPECIALIST: CLINICAL HEALTH REF NO: NDOH 60/2022</u> Chief Director: Health Care Benefits & Provider Payment (Five Year Contract)
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191 510 per annum Grade 2: R1 283 592 – R1 362 363 per annum Grade 3: R1 489 665 – R1 862 412 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 1: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) plus current registration with the HPCSA as Medical Specialist. Grade 2: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. A postgraduate qualification (NQF 8) in Public Health will be an advantage. Plus five (5) years' work experience with health provider payments mechanisms. Comprehensive knowledge of patient registration and personal health. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Review the existing clinical data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. DRG in hospitals), as well as opportunity for and constraints to changes, including development of an approach to on-going revisions of the provider payment system. Determine the clinical implications of provider payment mechanisms, contribute to the development, piloting, and implementation of new provider payment mechanisms, and propose adoption of additional mechanisms from a clinical perspective. Define the evidence-based comprehensive package of health services, drugs and consumables covered or specifically excluded from the Health Service Benefits and develop an approach to on-going revisions to the Health Service Benefits and contribute clinical inputs regarding the cost modelling methodology and required data sets and contribute to the development and maintenance of a costing manual. Propose clinical benefits and funding for specific health services to be added to the NHIF on an incremental basis. Contribute to the preparation of information for publication for citizens on the on the prices of services/drugs/consumables included in the Health Care Benefits.
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street,

**FOR ATTENTION
NOTE**

Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE

: 19 September 2022, closing time: 12:00 Mid-day

POST 32/53

: **MEDICAL SPECIALIST: PUBLIC HEALTH REF NO: NDOH 61/2022**
Chief Director: Health Care Benefits & Provider Payment
(Five Year Contract)

SALARY

: Grade 1: R1 122 630 – R1 191 510 per annum
Grade 2: R1 283 592 – R1 362 363 per annum
Grade 3: R1 489 665 – R1 862 412 per annum

**CENTRE
REQUIREMENTS**

: Pretoria
: **Grade 1:** An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) plus current registration with the HPCSA as a Medical Specialist. **Grade 2:** An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** An appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. A postgraduate qualification (NQF 8) in Public Health will be an advantage. Plus five (5) years' work experience with health needs assessment. Comprehensive knowledge of patient registration and personal health. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.

DUTIES

: Develop and maintain methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments, and monitoring and control of progress against strategic objectives. Contribute clinical inputs to the development and maintenance of policy and procedures for clinical interventions, pharmaceuticals and technologies, including inputs on Health Technology Assessment (HTA), as a part of benefit design. Develop and maintain policy and procedures on referral and portability of access to services and define referral guidelines for NHI pathways. Develop and maintain the annual plan of

ENQUIRIES
APPLICATIONS

needs for procurement of the Health Care Benefits. Contribute to the preparation of information for publication for citizens on the list of Health Care Benefits for Users and Referral Guidelines.

: Dr N Crisp at Nicholas.Crisp@health.gov.za
: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

FOR ATTENTION
NOTE

: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE

: 19 September 2022, closing time: 12:00 Mid-day

POST 32/54

: **SENIOR PHARMACEUTICAL POLICY SPECIALIST REF NO: NDOH 62/2022**
Chief Directorate: Health Products Procurement

SALARY
CENTRE
REQUIREMENTS

: Grade 1: R1 042 092 – R1 191 510 per annum
: Pretoria
: A Bachelor's Degree in Pharmacy, current registration as a Pharmacist plus at least three (3) years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. A post graduate qualification (NQF 8) in Supply Chain Management/ Pharmacy would be an advantage. Plus five years' work experience with procurement of medicines including health product specifications for supply chain management would be an added advantage. Comprehensive knowledge of patient registration and personal health. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.

DUTIES

: Work with the Health Care Benefits Directorate in the development and maintenance of the Formulary (comprised of the Essential Medicine List and Essential Equipment List) as well as a list of health-related products used in the delivery of health care services to determine the selection of medicines to be procured for NHI providers. (SAHPRA approved products). Participate in the review of the Formulary annually, or more regularly if required, to take into account changes in the burden of disease, product availability, price changes and disease management. Provide specifications for medicines for NHIF to make available to providers for service delivery (benefit provision). Provide

	specifications for the supply chain management process and price setting for medicines. Provide technical inputs regarding mechanisms to monitor and evaluate the risks inherent in the medicines procurement process and work closely with CD: Risk & Fraud Management to identify risky practice.
<u>ENQUIRIES</u>	: Dr N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	: 19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/55</u>	: <u>SPECIALIST: HEALTH ECONOMICS REF NO: NDOH 63/2022</u> Chief Directorate: Health Care Benefits and Provider Payments Design (Five Year Contract)
<u>SALARY</u>	: R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Degree in Health Economics (NQF 7). Post graduate qualification (NQF 8) in Health Economics will be an advantage. At least five (5) years' work experience with health care benefits design. Knowledge of the National Health Insurance Plan and patient registration and personal health records. Good communication (verbal and written), problem-solving, decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). Self-motivated and ability to work independently. A valid driver's license.
<u>DUTIES</u>	: Develop and maintain methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments (consider costs, cost-effectiveness), and monitoring and control of progress against strategic objectives. Contribute economic inputs to the development and maintenance of policy and procedures for (and facilitate benefits design for) clinical interventions, pharmaceuticals and technologies, including inputs on Health Technology Assessment (HTA), as a part of benefit design. Contribute economic inputs to the development and maintenance of policy and procedures on referral and

		<p>portability of access to services and define referral guidelines for NHI pathways. Contribute economic inputs to the development and maintenance of the annual plan of needs for procurement of the Health Care Benefits and support the Benefits Advisory Committee secretariat. Contribute to the preparation of information for publication for citizens on the list of Health Care Benefits for Users and Referral Guidelines.</p>
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/56</u>	:	<p><u>SPECIALIST: TECHNOLOGY ESSENTIAL EQUIPMENT LIST REF NO: NDOH 64/2022 (X2 POSTS)</u></p> <p>Chief Directorate: Health Products Procurement</p>
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) as recognized by SAQA in Biomedical Engineering, Pharmacy Biology, Nursing, Life Sciences, Public Health, Health Economics, or other related fields. A postgraduate qualification (NQF 8) in Supply Chain management, a Biomedical Engineering degree would be an advantage. At least five (5) years' work experience with medical devices and diagnostics including health product specifications for supply chain management. Knowledge of Supply chain software and understand the principles of health product procurement. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license.
<u>DUTIES</u>	:	Provide technical inputs regarding mechanisms to monitor and evaluate the risks inherent in the public procurement process and work closely with CD: Risk & Fraud Management to identify risky practice. Provide specifications for

the supply chain management process and price setting for medical devices and health technology. Provide specifications for a list of high-cost devices and equipment of potential value to NHIF service delivery. Participate in the review of the Formulary annually, or more regularly if required, to consider changes in the burden of disease, product availability, price changes and disease management. Work with the Health Care Benefits Directorate in the development and maintenance of the Formulary (comprised of the Essential Medicine List and Essential Equipment List) as well as a list of health-related products used in the delivery of health care services to determine the selection of medical devices and health technology to be procured for NHI providers (SAHPRA approved products).

**ENQUIRIES
APPLICATIONS**

: Dr. N Crisp at Nicholas.Crisp@health.gov.za
: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

**FOR ATTENTION
NOTE**

: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE

: 19 September 2022, closing time: 12:00 Mid-day

POST 32/57

: **DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: NDOH 65 /2022**
Chief-Directorate: Health System Digital Information

SALARY

: R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE
REQUIREMENTS**

: Pretoria
: A National Diploma (NQF 6) in Information Technology. Post graduate qualification (NQF 7) in Information Technology/ BSc/ BCompt/ BEng/ B Informatics or Project Management will be an advantage. At least five (5) years' experience in managing Projects in the Health Sector. Knowledge and experience in change management principles, methodologies and tools. Understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation, Digital Health Systems, ICT standards, policies and procedures, ICT Systems Development Processes, understanding of how people go through a change and the change process as well as familiarity with project management approaches, tools and phases of the project. Good communication (verbal and written), team management,

		analytical, risk and strategic thinking and planning, conflict resolution, organizational and resilience skills. Ability to plan, work independently and as part of a team and also to work in a structured and un-structured environment where initiatives are pioneering with no previous roadmap to access. A valid driver's license.
<u>DUTIES</u>	:	Documenting and maintaining the Change Management policy, processes, and standards. Develop, implement and maintain ICT Change Management policies and procedures and ensure that the entire organisation complies with the procedures. Develop and present Change Management reports as required. Establish, document, implement, manage, and monitor the Release Management policies and processes. Coordinate services, implement & monitor Release Plans, producing detailed timetables of events and documenting action plans and communicate and manage expectations during the planning and rollout of new releases.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/58</u>	:	<u>DEPUTY DIRECTOR: PROJECT COORDINATOR REF NO: NDOH 66/2022</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Project Management. Post graduate (NQF 7) qualification in IT field or Public Health will be an advantage. Certification in Agile Project Management, Project Management Institute or Prince2 (e.g. CAPM, PMP, Prince 2-Practitioner) will be an added advantage. At least five (5) years' experience managing projects in the Health Sector on Assistant Director or equivalent level. Knowledge and understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation. Digital Health Identity Management, Project Management

	methodologies, ICT standards, policies and procedures and PFMA. Digital Health Systems, ICT Systems Development processes, knowledge of the health sector (Basic), the National Health Insurance Plan, Public Service Regulation and Public Service Act, Health Sector, as well as National Health Act/Bill. Good communication (verbal and written), conflict resolution, planning, team management, analytical, risk and issue management, financial management, quality management, contract management, project integration management, multi-tasking, organizational, facilitation, change management, programme and project management methodology and time management skills. Ability to work independently and as part of a team. A valid driver's license.
<u>DUTIES</u>	: Develop projects scope and projects plans. Oversee and ensure that projects are delivered on time, in budget and to the required quality standard as per project schedules. Manage, monitor and evaluate the cross functional team assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks.
<u>ENQUIRIES</u>	: Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	: 19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/59</u>	: <u>DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: NDOH 67/2022 (X4 POSTS)</u> Chief-Directorate: Health System Digital Information (Five Year Contract)
<u>SALARY</u>	: R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A National Diploma (NQF 6) in Project Management. Post graduate (NQF 7) qualification in Information Technology field or Public Health will be an advantage. Certification in agile Project Management, Project Management, Institute or Prince2 (e.g. CAPM, PMP, Prince 2-Practitioner) will be an added

advantage. At least five (5) years' experience managing projects in the Health Sector on Assistant Director or equivalent level. Knowledge and understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation. Digital Health Identity Management, Project Management methodologies, ICT standards, policies and procedures, PFMA, public service act and public service regulations. Digital Health Systems with reference to User and Provider Identity and business process management as well as ICT Systems Development processes. Good communication (verbal and written), conflict resolution, planning, team management, analytical, risk and issue management, financial management, quality management, contract management, project integration management, multi-tasking, organizational, facilitation, change management and time management skills. Ability to work independently and as part of a team and also to work in a structured and un-structured environment where initiatives are pioneering with no previous roadmap to access. A valid driver's license.

DUTIES : Develop projects scope and projects plans. Oversee and ensure that projects are delivered on time, in budget and to the required quality standard as per project schedules. Manage, monitor and evaluate the cross functional team assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks.

ENQUIRIES : Ms M Wolmarans at: Milani.Wolmarans@health.gov.za
APPLICATIONS : Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

FOR ATTENTION : Ms Tumi Morake, during office hours (08:30am - 16:00pm)
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CLOSING DATE : 19 September 2022, closing time: 12:00 Mid-day

POST 32/60 : **DEPUTY DIRECTOR: SOFTWARE DEVELOPER REF NO: NDOH 68/2022**
 Chief-Directorate: Health System Digital Information

SALARY : R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Pretoria
REQUIREMENTS : A National Diploma (NQF 6) in Computer Science / Software Development and Certificates in the following: Software Development (e.g. JAVA, Microsoft,

Open Source); Agile (e.g. Product Owner, Scrum Master) and Data Privacy or Cyber Security, or Industry certification. A postgraduate (NQF 7) qualification in the relevant field will be an advantage. At least five (5) years of software development experience at Assistant Director or equivalent level. Knowledge of Information Security and Cyber-Security related. Data privacy, Compliance and Protection. Platform Development Stack (Open Source: Linux, Apache, MGINX). Database Development Stack, Software Testing Stack, Agile Stack as well ICT standards, policies and procedures. Good communication (verbal and written), conflict resolution, organizational, time management, resilience, assertiveness and ethical behaviour skills. Ability to work independently and in a team. A valid driver's license.

DUTIES : Collaborates with Business Analysts to implement on business requirements via the development of digital solutions. Develop & implements applications and programs for the backend processing systems for the NHIF including peer reviews and code reviews. Maintain source code and code branching of the software and facilitate best practices. Work within modern software development lifecycle methodologies (such as Agile or Business Change Lifecycle) to create consistent and regular development deliverables. Work within the framework for security, privacy, performance and scalability requirements and test software systems, identify bugs, debug, resolve the issues and create documents for the application changes.

ENQUIRIES : Ms M Wolmarans at Milani.Wolmarans@health.gov.za
APPLICATIONS : Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

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CLOSING DATE : 19 September 2022, closing time: 12:00 Mid-day

POST 32/61 : **DEPUTY DIRECTOR: TRAINING MANAGER REF NO: NDOH 69/2022**
 Chief-Directorate: Health System Digital Information

SALARY : R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A National Diploma or equivalent (NQF 6) in Human Resource Development / Management of Training / Public Management. A Bachelor Degree or equivalent (NQF 7), Certificate in SDF / Assessor and/or project management will be an advantage. At least five (5) years in training and development at Assistant Director or equivalent level. Knowledge and experience in Health, understanding of adult education principles. Good communication (verbal and written), team player, quality management, project management, facilitation, time management, coordination, monitoring and evaluation, time management, data analysis and report writing, basic data management, data quality, drive and self-management, resilience and ethical behaviour skills. Ability to plan, work independently and as part of a team and also to work in a structured and un-structured environment where initiatives are pioneering with no previous roadmap to access. A valid driver's license.
<u>DUTIES</u>	:	Devise the NHI digital information training strategy, oversee its implementation, assess its outcomes and develop training reports, compile monthly training reports. Drawing up an overall training plan that addresses technical, end-users and other needs and expectations for the various provinces; districts and sub-districts. Develop individualized and group training programs that address specific NHI Digital Information needs. Managing training related logistics. Create and manage a training calendar for all different types of training. Manage printing and distribution of manuals and other training material. Co-ordination training requests from NHI Digital Information programme, Project Managers of coordinators.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
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<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day

<u>POST 32/62</u>	:	<u>DEPUTY DIRECTOR: USER ACCEPTANCE TESTING REF NO: NDOH 70/2022</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A National Diploma (NQF 6) in Information Communication Technology. A post-graduate (NQF 7) qualification in Health Economics or Public Health or Health Sciences related will be an advantage. At least five (5) years' experience in public health analytics and research at Assistant Director or equivalent level. Knowledge of Software Development Life Cycle (SDLC) and testing, Health System and its operational environment as well as knowledge of NHI – contextual and operation environment. Sound knowledge of project management, providing leadership and work independently and adherence to project and reporting timelines. Good communication (verbal and written), conflict resolution, interpersonal, ethical conduct, business management and analysis skills. Ability to apply testing processes and terminology to practical scenarios as well as multi-task and test different applications. A valid driver's license.
<u>DUTIES</u>	:	Define UAT testing plans and requirements. Setup and maintain test environment to mimic the live environment. Work with development team to resolve failed test cases. Record and document UAT cases and sign-off Acceptance certificates on completion of all test cases. Perform User Acceptance Testing (UAT) – perform test cases on Jira.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
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<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day

<u>POST 32/63</u>	:	<u>DEPUTY DIRECTOR: DATA SCIENTIST REF NO: NDOH 71/2022 (X2 POSTS)</u> Chief-Directorate: Health System Digital Information
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A National Diploma (NQF 6) in Computer Science. Bachelor of Science or Postgraduate (NQF 7) qualification majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology will be an advantage. Geographical Information System as a module as an added advantage. Five (5) years in IT and at least three (3) years data science experience in handling and manipulating large datasets using enterprise database technologies, building SQL-based ETL processes and advanced SQL programming, building web-based reports, preferably using enterprise reporting tools, statistical and data mining techniques: GLM/Regression, Random Forest, Boosting, Trees, text mining, social network analysis, etc., team-based software development and management approaches, business intelligence. Experience in dealing with health-related data and modelling will be advantage. Proven knowledge of statistics (regression, properties of distributions, statistical tests and proper usage, etc.); machine learning (regression, simulation, scenario analysis, modeling, clustering, decision trees, artificial neural networks) and their real-world advantages/drawbacks, coding languages (C, C++, Java, JavaScript), databases, data mining (GLM/Regression, Random Forest, Boosting, Trees, text mining, social network analysis) and reporting technologies, database, transaction processing, referential integrity. Knowledge of database security administration, user management, IT hardware management data security and data governance as well as being able to understand the Digital Health Policies, National Health Act, POPI Act and National Health Insurance Plan. Good communication (verbal and written), interpersonal, leadership ability, time management, motivational, strong negotiation, mathematical/analytical and logical thinking, customer service, planning, organizing, team management and computer skills (MS Office packages). Ability to conceptualise, design and implement efficient data-driven reports and visualization. A valid driver's license.
<u>DUTIES</u>	:	Plan, coordinate and execute data science projects activities that develop Digital Health Data Architecture, leverage existing and new data to inform decision-making, analyse data requirements and identify required components/elements to be structured in a multi-relationship environment. Organise different health related datasets so that it can be used to analyse and visualise, review and plan health services and support decision-making within the NHI context. Develop new methods/technologies for solving data use and analytic problems and incorporate into the Business Intelligence (BI) solutions for the NHI Fund. Design, Implementation, and maintenance of database systems which include. Database Tuning, Security and Management, Data Mining and flowcharting, Database Administrative related functions within the scope of the Microsoft SQL server architecture environment. Participate and contribute to Digital Health Governance with a focus on Database and Data Governance and ensuring compliance to relevant legislation such as the National Health Act and POPI Act.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION NOTE</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
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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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

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<u>POST 32/64</u>	:	<u>DEPUTY DIRECTOR: DATABASE MANAGER REF NO: NDOH 72/2022 (X2 POSTS)</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Computer Science or Information Technology. A Bachelor's degree or BTech degree (NQF 7) in Computer Science or Information Technology will be an advantage. Professional certifications, such as from Microsoft or Oracle MySQL will be an added advantage. At least five (5) database management experience in a database leadership position. Experience in dealing with health-related data and modelling will be an added advantage. Knowledge of data management and governance, relational databases and programming, legal and operational compliance; database design and analysis; research and development; Web-based services and technical report writing. Good communication (verbal and written), project management; problem solving, decision making, planning, organizing, conflict management; negotiation; change management; interpersonal relations; time management and computer skills (MS Office package). Ability to work independently and as part of a team. A valid driver's license.
<u>DUTIES</u>	:	Plan, coordinate and execute projects that relate to the design, maintenance, enhancement, coding, and administration of relational databases required for the NHI Fund's Data Science and Analytics responsibilities. Coordinate new data development ensuring consistency and integration with existing data warehouse structure. Analyse and determine information need and elements, data relationships and attributes, data flow and storage requirements, and data output and reporting capabilities. Review business requests for data and data usage, research data sources for new and better data feeds. Participate in continuous improvement efforts in enhancing performance and providing increased functionality of the databases.
<u>ENQUIRIES</u>	:	Ms Milani Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
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<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/65</u>	:	<u>DEPUTY DIRECTOR: DIGITAL BUSINESS ANALYST REF NO: NDOH 73/2022</u> Chief-Directorate: Health System Digital Information
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Information System/ Information Technology or Business Process Analytics. Post graduate qualification (NQF 7) in the relevant field will be an advantage. Agile Project Management, Project management Institute or Prince2 or Certification (e.g. CAPM, PMP, Prince 2-Practitioner), IIBA or ISEB BABOK Qualification or Certification (e.g. CBAP or CBATL) will be an added advantage. At least five (5) years' experience as a Business Analyst. Proven knowledge of Digital Health Identity Management, Project Management Methodologies, ICT standards, policies and procedures, Digital Health Systems, ICT Systems Development processes. Knowledge of the health sector (Basic) and understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation. Good communication (verbal and written), problem-solving, planning, team management, risk and issue management, quality management, conflict resolution, facilitation, change management strategic and analytical thinking and computer skills (MS Office package). Ability to work in a structured and un-structured environment where initiatives are pioneering with no previous roadmap to access. The ability to work independently and as part of a team. A valid driver's license.
<u>DUTIES</u>	:	Work with Systems Development to kick-off key projects and act as custodian of business requirements and specification. Work with Knowledge Management, Data & Analytics to ensure integration of requirements between solutions. Collaborate with NHI Fund functional areas and business process analysts to conduct requirements analysis. Work within the context of the enterprise-wide digital architecture for NHIF and Utilize tools & libraries from the enterprise technology framework for the NHIF. Assist to develop software systems and application conceptual projects to validate new architectures and solutions.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street,

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CLOSING DATE

: 19 September 2022, closing time: 12:00 Mid-day

POST 32/66

: **DEPUTY DIRECTOR: DIGITAL BUSINESS PROCESS REF NO: NDOH
74/2022**
Chief-Directorate: Health System Digital Information

SALARY

: R744 255 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE
REQUIREMENTS**

: Pretoria
: A National Diploma (NQF 6) in Information System/ Information Technology or Business Process Analytics. A postgraduate qualification (NQF 7) in the relevant field will be an advantage. At least six (6) years' experience in business case development. Experience in requirements analysis and documentation; systems analysis, BABOK certified or similar or eligible for future certification and understanding of Business Information Management for the Health sector. Proven experience with SQL, BI reporting and experience in translating business requirements into system requirements will be an advantage. Knowledge and/or experience in Lean, Six Sigma, KanBan System Design & Enterprise Architecture. Proven knowledge of business process modelling and re-engineering, business systems analysis, enterprise systems development, functional design and user requirement specifications, business use case development and process flow development. Knowledge of the health sector (Basic), National Health Insurance Plan and applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, POPI Act etc. Good communication (verbal and written), conflict and people management, planning, organizational, decision making, time management, customer service, team management and computer skills (MS Office package). Ability and willingness to travel. A valid driver's license.

DUTIES

: Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals. Map business processes and audit business systems. Actively contribute expertise to the project team in all areas of business analysis. Preparing technical and monthly progress reports and presenting at regular progress meetings and explaining technical concepts to management

	and non-technical teams. Participate and contribute to Digital Health Governance Structures.
<u>ENQUIRIES</u>	: Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	: 19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/67</u>	: <u>GISC PROFESSIONAL REF NO: NDOH 75/2022</u> Chief-Directorate: Health System Digital Information
<u>SALARY</u>	: Grade A: R628 014 – R676 539 per annum, (as per OSD) Grade B: R718 062 – R766 278 per annum, (as per OSD)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Grade A: A four year Bachelor's degree in GISc and compulsory registration with South African Geomatics Council (SAGC) as a GISc professional. Grade B: A four year Bachelor's degree in GISc and compulsory registration with South African Geomatics Council (SAGC) as a GISc professional plus at least fourteen (14) years appropriate experience as and GISc professional after registration with SAGC. Knowledge of GIS implementation, Geo database design and repository management, Geo statistical analysis, relational databases and Programming, legal and operational compliance; Geo-Database design and analysis, research and development; Geospatial mapping; Web-based services; Metadata and data quality; technical report writing, GIS Applications, High level spatial design and modelling. Good communication (verbal and written), project management; problem solving, decision making, planning, organizing, conflict management; negotiation; change management; interpersonal relations; time management and computer skills (MS Office package). Ability to work independently and as part of a team. A valid driver's license.
<u>DUTIES</u>	: Plan, coordinate and execute GISc projects activities. Develop and maintain a digital library of geodatabases based on unit needs and specifications, including the development and maintenance of metadata. Design and produce mapping for analysis of spatial data to discover patterns and trends using the most relevant mapping and data visualisations. Develop new

	methods/technologies for solving spatial data problems and incorporate into the Business Intelligence solutions for the NHI Fund. Identify and explore opportunities to improve efficiency and improve services through GISc tools and technologies.
<u>ENQUIRIES</u>	: Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	: 19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/68</u>	: <u>SENIOR LEGAL ADMINISTRATION OFFICER - MR 6: PHC & OP ACCREDITATION REF NO: NDOH 76/2022</u> Chief Directorate: User and Provider Management Directorate: Provider Accreditation (Five Year Contract)
<u>SALARY</u>	: R480 927 – R1 157 940 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A three or four year legal qualification i.e. B. Juris/B. Proc/ LLB. Admission as an Attorney or Advocate will be an advantage. At least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law. Knowledge and understanding of legislative drafting process and rules of Parliament. Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's licence.
<u>DUTIES</u>	: Develop and maintain an appropriate staggered methodology for accreditation standards, and the procedures for accreditation, including: minimum required range of personal health care services specified, appropriate number and mix of health care professionals, in accordance with guidelines, to deliver the health care services specified, adherence to treatment protocols and guidelines, including prescribing medicines and procuring health products from the

Formulary, etc. Develop, publish and revise (when appropriate) accreditation regulations and published guidelines. Develop and maintain an appropriate staggered methodology for physical inspection and checks to verify that health care providers who are already certified compliant by the Office of Health Standards Compliance (OHSC) meet their awarded prescribed accreditation standards. Collaboration with the Digital Systems unit develop, maintain, analyse and monitor the registry of NHIF accredited health care providers (from the Master Facilities List). Develop and implement a method for monitoring continued compliance of the health care providers with their accreditation standards and status.

**ENQUIRIES
APPLICATIONS**

: Dr. N Crisp at Nicholas.Crisp@health.gov.za
: Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).

**FOR ATTENTION
NOTE**

: Ms Tumi Morake, during office hours (08:30am - 16:00pm)
: All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE

: 19 September 2022, closing time: 12:00 Mid-day

POST 32/69

: **SENIOR LEGAL ADMINISTRATION OFFICER - MR 6: PHC & OP
CONTRACTS REF NO: NDOH 77/2022**
Chief Directorate: User and Provider Management
(Five Year Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R480 927 – R1 157 940 per annum
: Pretoria
: A three or four year legal qualification i.e. B. Juris/B. Proc/ LLB. Admission as an Attorney or Advocate will be an advantage. At least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department. Knowledge and understanding of the South African Constitutional Law, legislative drafting process and rules of Parliament Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's licence.

<u>DUTIES</u>	:	Provide legal inputs for the development of performance based contracting methodology, including performance indicators, quality indicators, contract monitoring and payment terms. Provide legal inputs for the development of legally binding contracts to be entered into with accredited health care service providers and health establishments at primary health care and hospital level. Engage with healthcare providers that apply to be accredited, and work with the clinical colleagues to conclude legally binding contracts. Develop, maintain, analyse and monitor the roll out, and standard operating procedures for the implementation of performance-based contracting, including from a legal perspective, contract performance monitoring, performance verification, payments, sanctions, grievance redress and contract renewal and modification. Develop and implement a training programme for the personnel of NHIF plus selected service providers in the concepts of contracting of service providers, monitoring contract performance, identifying problems/issues, performance-based payments, and costing (develop training curricula and other materials).
<u>ENQUIRIES</u>	:	Dr. N Crisp at Nicholas.Crisp@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/70</u>	:	<u>ASSISTANT DIRECTOR: USER ACCEPTANCE TESTER REF NO: NDOH 79/2022</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	:	R477 090 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Information Communication Technology. A Bachelor's degree (NQF 7) in Information Communication Technology will be an advantage. At least three (3) years' in Information Technology and software testing. Experience in system of record for test and defect management tools like CA-Rally or JIRA with Zephyr. Experience in health and with health systems will be an advantage. Proven knowledge of the health sector (Basic) and ICT systems development processes. Knowledge and understanding of

		NHI Digital Health Context and its various aspects, from strategy through to implementation. Good communication (verbal and written), problem solving, time management, interpersonal, planning, organizing and computer skills (MS Office package). Ability to work in a structured and un-structured environment where initiatives are pioneering with no previous roadmap to access. Ability to build and work in a team as well as work independently. A valid driver's license.
<u>DUTIES</u>	:	Test new updated software programming, automation and features. Determine if assigned test cases pass or fail and record findings and translate into actionable items - work with IT, product management and other teams to resolve noted defects. Work closely with the UAT Manager daily for understanding of the project testing requirements. Compare use cases testing to provided requirements and identify items as defects, enhancement or user error. Test all new software application releases.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day
<u>POST 32/71</u>	:	<u>ASSISTANT DIRECTOR: ACCESS CONTROL REF NO: NDOH 78/2022</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	:	R382 245 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF6) in Information Systems. A Bachelor's Degree (NQF 7) in Information Communication Technology will be an advantage. At least three years (3) experience in ICT Systems Access Control and experience in Health sector will be an added advantage. Knowledge of project management, providing leadership and work independently. Adherence to project and reporting timelines. Knowledge and understanding of Service Centre Processes and procedures, IT Systems Engineering knowledge as well as ICT Access control processes and procedures. Good communication (verbal and written), presentation, writing and analyzing skills. Ability to interpret technical information, adjust to strategic plans, to liaise with people at all levels of the health system. A valid driver's license.

<u>DUTIES</u>	:	Ensure that the access control solutions and architectural designs meet the minimum standards and best practices and timelines. Assess and develop roadmaps to improve the access control posture by identifying security gaps to manage existing and emerging access control risks and issues. Monitor, develop and maintain the access control process in conjunction with all role players. Liaise with development team & the Project Portfolio office and define and coordinate implementation of the access control technical strategic- and training plan. Participate and contribute to Digital Health Governance Structures.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>APPLICATIONS</u>	:	Kone Solutions has been retained to handle responses for the following advertised positions of National Department of Health. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to: Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 or via post to PO Box 1132, Rivonia, 2128 (quoting the relevant reference number).
<u>FOR ATTENTION</u>	:	Ms Tumi Morake, during office hours (08:30am - 16:00pm)
<u>NOTE</u>	:	All short-listed candidates for SMS posts and Non-OSD Technical posts remunerated at SMS levels 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), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	19 September 2022, closing time: 12:00 Mid-day

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(Mthashana TVET College)
(Goldfields TVET College)
(Mnambithi TVET College)

OTHER POSTS

<u>POST 32/72</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: MTC/ RP1/ 2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus recognized National Diploma in Human Resource Management or Related qualification. Introduction to PERSAL Certificate will be an added advantage. 3-5 years' practical experience in Human Resource Management environment, and 2 years of supervisory experience. Knowledge of Public Service Legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. Skills: Planning and organizing, Financial Management, Report writing, Problem solving, client oriented, project management, team leadership and Computer Literacy. A valid drivers' licence.
<u>DUTIES</u>	:	Provide Human Resource Administration Services including administer attraction, recruitment, selection, appointment and exit of employees, administer and implement employee compensation. Compile submissions/ memos regarding the positions to be advertised and make follow ups on the advertised posts. Compile Memos regarding for acting allowance and transfers. Provide conditions of service benefits including verifying leave applications before capturing on PERSAL, appointment dates, qualifications, incentives system and HR personnel records. Provide Human Resource Development Services including facilitating the implementation of human resource development strategy and plans. Oversee Human Resource Development services including bursary administration, training interventions, internships and Work Integrated Learning, induction, performance management and development systems and integrated quality management systems. Develop and implement Workplace Skills Pan. Provide Labour Relations services including facilitating the implementation of labour relations guideline processes, collective bargaining, dispute resolutions, resolution of disciplinary cases, grievance and dispute processes. Represent employer and monitor the implementation of litigation outcomes. Promote sound employment relations. Coordinate and facilitate Human Resource Planning and Employment Equity services. Implement employee health and wellness programmes and service. Develop and implement Human Resource policies and manuals. Manage human, financial and other resources of the unit and queries from internal and external clients.
<u>ENQUIRIES</u>	:	Mr JM Zwane Tel No: (034 980 1010)
<u>APPLICATIONS</u>	:	Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.

<u>CLOSING DATE</u>	:	15 September 2022 at 15:00
<u>POST 32/73</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: GC2022/29</u> Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Accounting. Minimum of three years supervisory experience gained in a financial environment. Minimum of three years' experience in budgeting, financial accounting and financial management reporting. Recommendation: Computer Literacy. Unendorsed Valid Driver's Licence. Sound understanding of GRAP, IFRS and other relevant finance reporting standards. Strategic capability and leadership. Problem solving and analysis. Technical proficiency, quality management, reconciliation and financial management, communication management and people management and empowerment. A dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Candidate must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. SAICA or SAIPA articles will be an advantage. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet).
<u>DUTIES</u>	:	Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.
<u>ENQUIRIES</u>	:	about this post may be directed to Mr LP Norman: Deputy Principal: Finance at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the

	posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	: Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19, no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 09 September 2022
<u>POST 32/74</u>	: <u>ASSISTANT DIRECTOR: RISK, FRAUD AND INTEGRITY MANAGEMENT</u> <u>REF NO: GC2022/30</u> Permanent
<u>SALARY</u>	: R382 245 per annum (Level 09)
<u>CENTRE</u>	: Goldfields TVET College
<u>REQUIREMENTS</u>	: Recognised National Diploma (NQF 6) in Risk Management/Internal Audit or equivalent qualification. Five years' experience in Audit, Risk, Fraud, Ethics and Integrity Management or related field and three years' experience must be on supervisory level. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Skills: Planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
<u>DUTIES</u>	: Ensuring overall supervision and facilitating the provision of risk management services. Ensuring overall supervision and facilitating the provision of fraud and anticorruption services. Ensuring overall supervision and facilitating the provision of ethics and integrity management services. Ensuring overall supervision and facilitating risk, fraud, ethics and integrity management awareness and trainings. Supervising human, physical and financial resources.
<u>ENQUIRIES</u>	: about this post may be directed to Mr MPW Pinkoane: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	: Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	: Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified), Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and

correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE

:

09 September 2022

POST 32/75

:

ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: MTVET 2022/08

SALARY

:

R382 236 per annum (Level 09)

CENTRE

:

Mnambithi TVET College (Central Office)

REQUIREMENTS

:

Appropriate Bachelor's degree or National Diploma (NQF level 6/7) in Human Resource Management/Public Administration and/or Industrial Psychology, 5 years' relevant experience in a corporate organization and at least 2 years' relevant supervisory experience in a TVET College, University or similar educational institution. Conflict management skills with regard to people management. Good communication and writing skills. Knowledge of Public Service Act, Employment of Educators Act, Labour Laws (Basic condition of Employment Act, Labour Relations Act, Skills Development Act, Skills Levy Act, etc.) PFMA. Computer literacy (MS Word, Excel and PowerPoint) Ability to work under pressure. A valid driver's licence, willingness to travel and willingness to work extended hours when required.

DUTIES

:

Provide HR planning and monitoring services by developing policies, monitoring consistent compliance with prescripts; and monitoring the implementation of employment equity. Provide HR administration services by administering service conditions for staff; managing pension, medical aid and housing allowance for staff. Management of leaves. Ensure timeous advertising and filling of vacancies and keep efficient HR registry. Performance management and Human Resources Development: Provide support on performance management services through IQMS (lecturing staff), PMDS (office-based lecturing staff) and EPMDS (non-lecturing staff). Compile and implement HR unit's annual performance plan. Labour Relations: Provide efficient labour relations services by promoting labour peace, coordination of disciplinary matters within the relevant legislative framework. Conduct performance reviews of staff within the unit, Compile monthly and quarterly report.

ENQUIRIES

:

HR Tel No: (036)6310360

APPLICATIONS

:

Submission: Applications must be posted to Private Bag X9903, Ladysmith, 3370 and Hand delivery to be delivered at 77 Murchison Street, Ladysmith, 3370, HR Unit.

FOR ATTENTION

:

To Recruitment and Selection

NOTE

:

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.

CLOSING DATE

:

09 September 2022

POST 32/76

:

ASSISTANT DIRECTOR: FINANCE REF NO: MTVET 2022/09

SALARY

:

R382 236 per annum (Level 09)

CENTRE

:

Mnambithi TVET college central office

REQUIREMENTS

:

An appropriate bachelor's degree/National Diploma (NQF level 6) in Accounting. Candidate with at least 5 years' experience in finance of which 3 years must be at a supervisory level. In-depth knowledge of financial management in public sector, SAGE system, COLTECH system and PERSAL. Must be able to assist in the compilation of annual financial statement. Sound knowledge of GRAP. Other requirements of PFMA and Treasury Regulations, Good interpersonal relations, communication and managerial skills. Ability to work under pressure with strict deadlines. Good computer literacy skills (MS Excel and Ms Word). Ability to work in a team and independently. Assertiveness and self-starter. A valid driver's license.

<u>DUTIES</u>	:	Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting: Coordinate, review, analyse and quality assure the budget preparation process. Review of the Balance Sheet Control Accounts; Debt management and revenue) Expenditure management. Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management and financial accounting functions; Assist with compilation of Annual Financial Statements according to GRAP.
<u>ENQUIRIES</u>	:	HR Tel No: (036)6310360
<u>APPLICATIONS</u>	:	Submission: Applications must be posted to Private Bag X9903, Ladysmith, 3370 and Hand delivery to be delivered at 77 Murchison Street, Ladysmith, 3370, HR Unit.
<u>FOR ATTENTION</u>	:	To Recruitment and Selection
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/77</u>	:	<u>SENIOR REGISTRATION OFFICER REF NO: GC2022/31</u> Permanent
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Grade 12, Recognised National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. 2-3 years relevant experience in college / university / school administration environment, valid driver's licence, Employment service market. PSET and CET Act, Knowledge of Registration process, Public Service prescripts, DHET Policies, Industrial operation. Knowledge of opportunity linkages with 26 industries. Knowledge of Identification of opportunities in the market, Labour Market. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet).
<u>DUTIES</u>	:	Ensure the overall supervision and coordination of student registration at all campuses. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of learning materials. Ensure the overall supervision and coordination of registration records.
<u>ENQUIRIES</u>	:	about this post may be directed to Mr LP Norman: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All

		costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/78</u>	:	<u>SENIOR IT TECHNICIAN REF NO: GC2022/32</u> Permanent
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Recognized National Diploma in IT (NQF 6) or equivalent. Minimum of 2-3 years in IT Environment. Software and hardware experience. IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT 51 support. A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation will be and added advantage. Must have a valid driver's licence.
<u>DUTIES</u>	:	Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer-based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.
<u>ENQUIRIES</u>	:	enquiries about this post may be directed to Mr MPW Pinkoane: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/79</u>	:	<u>SENIOR PRACTITIONER: HRD REF NO: GC2022/33</u> Permanent
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification, PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 3-5 years' relevant experience in Human Resource development environment.

	Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR Skills Levey Act, SDA etc.). Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet). Must have a valid driver's licence.
<u>DUTIES</u>	: Develop Training plan and co-ordinate training. Prepare and submit WSP/ATR. Manage and co-ordinate performance management. Prepare and submit employment equity. Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Coordination and of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Coordination and facilitation of training programmes.
<u>ENQUIRIES</u>	: about this post may be directed to Mr BP Sibiyi: Acting Assistant Director: Human Resource Management at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	: Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	: Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 09 September 2022
<u>POST 32/80</u>	<u>CHIEF PERSONNEL OFFICER REF NO: GC2022/34</u> Permanent
<u>SALARY</u>	: R321 543 per annum (Level 08)
<u>CENTRE</u>	: Goldfields TVET College
<u>REQUIREMENTS</u>	: Recognized three (3) year National Diploma in Human Resource Management/Development or relevant qualification (NQF level 6). Relevant PERSAL Certificates. 3-5 years' experience in Human Resource Management. Knowledge and understanding of the application of Public Legislative Framework (PSA, PFMA, PSR, BCEA, LRA, EEA etc), Extensive knowledge and understanding of Human Resource Management prescripts and practices, understanding and utilisation of PERSAL and archive. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet). Must have a valid driver's licence.
<u>DUTIES</u>	: Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc. Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations. (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial and other resources.

<u>ENQUIRIES</u>	:	enquiries about this post may be directed to Mr BP Sibiya: Acting Assistant Director: Human Resource Management at Tel No: (057) 910 6000 during office hours.
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/81</u>	:	<u>SENIOR BURSARY OFFICER REF NO: GC2022/35</u> Permanent
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6). 3-5 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet). Must have a valid driver's licence.
<u>DUTIES</u>	:	Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Administer application processes for the entire college in line with NSFAS policy, Verify and upload the registration template. Verify the payment file from NSFAS against the registration template loaded. Ensure all the necessary information regarding bursaries is communicated to all stakeholders. Evaluate financial status of the application of the bursary in line with donor requirements. Determine eligibility of the applicants for considerations. Ensure verification of all applicant's documents, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Supervise Human, physical and financial resources.
<u>ENQUIRIES</u>	:	enquiries about this post may be directed to Mr R Maleke: DCES: Quality Assurance and Risk Management at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.

<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/82</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO: GC2022/36</u> Permanent
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	A National Senior Certificate (Grade 12) or NCV level 4. A 3-year recognised National Diploma/ Degree in Office Administration or Public Administration or Labour Law with a minimum of 3 years in administrative and secretarial duties. Knowledge and understanding of the TVET/ CET Administration. Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence. Knowledge of Microsoft windows and Microsoft office competencies. Ability to prepare written reports. Document Management and record keeping skills; ensuring confidentiality of information at all times.
<u>DUTIES</u>	:	Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal. Oversee and monitor budget and expenditure in the office of the Principal and College Council. Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management.
<u>ENQUIRIES</u>	:	about this post may be directed to Mr MPW Pinkoane at Tel No: (057) 910 6000 during office hours.
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own

		expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/83</u>	:	<u>PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY REF NO: GC2022/37</u> Permanent
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification A National Diploma or Degree in Environmental Health/Occupational Hygiene/Safety Management or relevant qualification. Two (2) to three (3) year's relevant functional experience in Occupational Health and Safety; Policy implementation; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Public Finance Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act; Knowledge of research procedures and techniques; Knowledge of design principles, techniques and tools; and an Understanding of Government legislation. A Valid driver's license. Skills and Competencies: Computer literacy (Microsoft Office). Candidates should display good communication, liaison, planning and decision-making skills.
<u>DUTIES</u>	:	Conduct safety audits; Compile statistics of all Occupational Health and Safety related matters; Implement all SHERQ related activities and ensure proper integration of the EHWP Framework and supporting SHERQ policies; Facilitate hazard and risk identification; Implementing risk mitigation and monitor implementation of corrective measures to prevent occupational injuries/illnesses; Implementing and promoting ergonomics standards, fire prevention, safety evacuation procedures, standards of operation for medical surveillance and worker's compensation; Champion investigation of incidents and monitor non-compliance pertaining to SHERQ policies; OHS legislation and report to relevant stakeholders. Assist with operational planning and identify objectives to further enhance and improve the SHERQ function within the department; Co-ordinate safety training and awareness programmes; Implement Occupational Health and Safety within the entire department; Interpret and co-ordinate recommendations from external audits reports; Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix; Report all defects of OHS and Facilities to relevant managers and Perform other administrative related duties.
<u>ENQUIRIES</u>	:	enquiries about this post may be directed to Mr KV Mphosi: Assistant Director: Monitoring and Evaluation at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified), Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/84</u>	:	<u>SENIOR PROVISIONING OFFICER: SCM REF NO: CJC/SPO/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office: Park Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three-year (3) National Diploma in Supply Chain Management/ Logistics/Public Management (NQF level 6) equivalent/related qualification. Knowledge of BAS, LOGIS and MIS will be added advantage. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Supply Chain Management, environment. Knowledge: Knowledge of BAS/LOGIS system. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of Assets Management. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Flexibility. Teamwork. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Needs extensive knowledge about Internal Audit Environment. Knowledge of ISO accreditation.
<u>DUTIES</u>	:	Render a bidding administration function for the College Bid Committees. Administer the procurement of goods and services through effective and efficient demand management services. Provide an effective Contract Management service to the College. Administer logistical and disposal services. Ensure the provision of asset management service to the College. Management of human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
<u>ENQUIRIES</u>	:	Ms P. James at jamesp@cjc.edu.za
<u>APPLICATIONS</u>	:	All applications are to be sent via email to recruitment51@cjc.edu.za
<u>NOTE</u>	:	Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za , stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. 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 (when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	09 September 2022 at 16:00
<u>POST 32/85</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: CJC/FCC/32/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office: Park Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. Recognized three (3) year National Diploma /Bachelor Degree in Financial Management. A postgraduate qualification in Financial Management will be advantageous); 3-5 years' financial experience. Knowledge: Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, Standards of Generally Recognised Accounting Practice

(GRAP). Knowledge of financial and administrative processes. Knowledge of an accounting system (ITS Accounting system will be an advantage). Skills: Accounting System knowledge. Advanced Microsoft Office skills, Excellent command of business language, Excellent report writing skills, Ability to communicate and express an opinion on difficult topics. Persuasion and Negotiation skills. Time Management, Emotional Intelligence, Interpersonal Relations.

DUTIES : Budgeting: Facilitate and coordinate the annual budget process. Compile annual budget for the College and ensure the implementation of budgetary controls and expenditure. Compile Medium Term Expenditure projections. Monitor expenditure trends and reconciliation against budget and cash flow projections. Manage income and expenditure. Monitor monthly reconciliations. Financial Reporting: Compile monthly financial reports. Monitoring of all income and expenditure analysis to guide the Assistant Director Finance and the CFO. Supervise, train and guide human resources of Finance together with the Assistant Director Finance. Perform all ad hoc functions as requested by Deputy Principal: Finance.

ENQUIRIES : Ms. P James at jamesp@cjc.edu.za
APPLICATIONS : All applications are to be sent via email to recruitment52@cjc.edu.za
NOTE : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. 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 (when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 09 September 2022 at 16:00

POST 32/86 : **STATE ACCOUNTANT: PAYROLL/ FINANCIAL ACCOUNTING REF NO: MTC/ RP2/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Central Office, Vryheid
REQUIREMENTS : Grade 12 or equivalent plus a recognized National Diploma in Financial Management (NQF Level 6) or Bachelor's degree. 2-3 years' experience in financial management environment. Basic knowledge of financial functions, practices as well as the ability to capture, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills: Planning and organizing skills. Good verbal and written communication. Ability to perform routine tasks. Ability to operate office equipment. Interpersonal Relations. Accuracy. Flexibility. Aptitudes of figures and valid driver's licence.

DUTIES : Provide salary administration service, perform monthly payroll reconciliation, ensure all mandatory & regulated third party payment are made on time, provide expenditure and general payments services, provide cash and revenue management services, Provide bookkeeping and financial accounting services.

ENQUIRIES : Ms L Mfeka Tel No: (034 980 1010)
APPLICATIONS : Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid,

		3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
<u>NOTE</u>	:	The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.
<u>CLOSING DATE</u>	:	15 September 2022 at 15:00
<u>POST 32/87</u>	:	<u>EXAMINATION OFFICER REF NO: MTC/ RP3/ 2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Education / Administration or equivalent qualification, 2-3 years in the examination services / Teaching and Learning environment / related field, Knowledge of White Paper on PSET Act, Knowledge of practice notes, National, policy frameworks relevant to Education, Training and Development, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge and understanding of COLTECH system, TVETMIS, and ITS systems.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment services. Ensure that training of invigilators, Markers and Data Capturers at campus level. Facilitate examination and Irregularity Committee for the College and serve as a Secretariat. Process application and issuing of certificate services at college level. Provide administration- support for the examination unit.
<u>ENQUIRIES</u>	:	Mr S Ncishane Tel No: (034 980 1010)
<u>APPLICATIONS</u>	:	Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
<u>NOTE</u>	:	The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.
<u>CLOSING DATE</u>	:	15 September 2022 at 15:00
<u>POST 32/88</u>	:	<u>TRANSPORT OFFICER REF NO: GC2022/38</u> Permanent
<u>SALARY</u>	:	R261 375 per annum (Level 07)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Recognized National Diploma in Transport Management / Logistics/ Public Management (NQF level 6) or equivalent qualification. 2-3 years' experience in fleet management / transport / logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure.

	Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic law Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Must have a valid driver's license (with valid PDP).
<u>DUTIES</u>	: Ensure that college vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all campuses to identify any non-compliant matters. Ensure that logbooks are always up to date. Ensure licensing and registration of college vehicles. Ensure that all college vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all college vehicles. Ensure that petrol cards are renewed timeously. Ensure proper recording of petrol cards upon issuing. , Transporting staff and students as and when required. Ensure proper record keeping of petrol slips. Assist with monthly assets verification and update of asset control sheets, assist with updating of asset register in line GRAP17.
<u>ENQUIRIES</u>	: enquiries about this post may be directed to Mr M Leteane: Assistant Director: Supply Chain Management at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	: Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	: Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified), Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 09 September 2022
<u>POST 32/89</u>	: <u>STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: GC2022/39</u> Permanent
<u>SALARY</u>	: R261 375 per annum (Level 07)
<u>CENTRE</u>	: Goldfields TVET College
<u>REQUIREMENTS</u>	: recognized National Diploma in Financial Management (NQF level 6) with 2-5 years' experience in Accounting and Financial Management. Knowledge of GRAP standards requirements. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating system (COLTECH, SAGE).
<u>DUTIES</u>	: Review and ensure correctness of all Financial Accounting transactions documents. Prepare monthly financial services registers (Unallocated deposit, Commitments, etc). Ensure correct classifications on general ledger accounts. Supervise and manage expenditure and general payment services. Assist and perform monthly stock (textbooks) reconciliation reports and adjustments. Supervise and perform salary administration support services.
<u>ENQUIRIES</u>	: about this post may be directed to Mrs MM Ramafothole: Assistant Director: Finance at Tel No: (057) 910 6000 during office hours.
<u>APPLICATIONS</u>	: Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.

<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/90</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: CJC/SCMC/2022</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office: Park Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three-year (3) National Diploma in Supply Chain Management/ Logistics/Accounting (NQF level 6) equivalent/related qualification will be added advantage. Knowledge of ITS will be added advantage. At least 1-2 years' relevant experience in the Supply Chain Management environment. Knowledge: Knowledge of supply chain laws and regulations, the need for internal controls on SCM, risk identification and risk mitigation. Thorough understanding of public service SCM practises as well as the ability to advise on procurement methods to timeously deliver to the client. Knowledge and understating of legislative framework governing the Public Service procurement. Knowledge of procedures in terms of the public service SCM department. Knowledge of Supply Chain Policies. An understanding of PSET system and the role of SCM in ensuring an effective college. Skills: Thorough understanding of SCM Prescripts. An understanding of accounting standards. Experience in using a MIS System (ITS advantageous). Advanced Microsoft Office Knowledge. Understanding of internal controls and data management techniques. Report writing skills. Experience in at least all segments of finance department (SCM, Income Statement Management, Balance Sheet Management). Being able to be client-centric continuously. Excellent command of business language. Good verbal and written communication. Basic numeracy skills. Flexibility. Interpersonal Relations. Accuracy. Values/attributes: Client service focus. Integrity. Committed. Proactive. Ability to express opinions on difficult conversations. Time Management. Willingness to study further.
<u>DUTIES</u>	:	Render and record all procurement transactions timeously and in accordance with internal controls. Advise supervisor of weaknesses in internal controls and possible recommendations. Assist in monthly reporting for SCM department. Assist in logistics planning, procurement, risk identification, risk mitigation and supplier performance assessment and monitoring. Ensure all procurement are expedited timeously as per requests from end users and within the ambits of legislative requirements.
<u>ENQUIRIES</u>	:	Ms P. James at jamesp@cjc.edu.za
<u>APPLICATIONS</u>	:	All applications are to be sent via email to recruitmen59@cjc.edu.za
<u>NOTE</u>	:	Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za , stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. 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 (when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	09 September 2022 at 16:00
<u>POST 32/91</u>	:	<u>FINANCE CLERK REF NO: CJC/FIC/2022</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office: Park Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three-year (3) National Diploma in Financial Management (NQF level 6) or equivalent/related qualification will be added advantage. 1-2 years' experience financial management environment. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial data via an accounting system. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, CET Act, GRAP). Knowledge of basic financial operating systems (ITS advantageous). Skills: Thorough understanding of accounting standards. Experience in using an Accounting System (ITS advantageous). Microsoft Office Knowledge. Understanding of internal controls and data management techniques. Report writing skills. Experience in at least all segments of finance department (SCM, Income Statement Management, Balance Sheet Management). Excellent command of business language. Good verbal and written communication. Basic numeracy skills. Flexibility. Interpersonal Relations. Accuracy. Values/attributes: Client service focus. Integrity. Committed. Proactive. Ability to express opinions on difficult conversations. Time Management. Willingness to study further.
<u>DUTIES</u>	:	Record Financial Accounting transactions timeously and in accordance with internal controls. Advise supervisor of weaknesses in internal controls and possible recommendations. Assist in financial reporting.
<u>ENQUIRIES</u>	:	Ms P. James at jamesp@cjc.edu.za
<u>APPLICATIONS</u>	:	All applications are to be sent via email to recruitment61@cjc.edu.za
<u>NOTE</u>	:	Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za , stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. 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 (when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	09 September 2022 at 16:00
<u>POST 32/92</u>	:	<u>ADMINISTRATION CLERK: FACILITIES MANAGEMENT REF NO: MTC/ RP4 /2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Central Office, Vryheid Grade 12 certificate or equivalent qualification. 3-5 years' experience construction environment. Knowledge: basic building skills (plumbing, carpentry, tiling etc.) Basic report writing skills, supervisory skills etc. Planning and organizing, good verbal and written communication, computer literacy, flexibility and team work. Valid Code 10 driver's licence.
<u>DUTIES</u>	:	Rendering general maintenance and repairs to college buildings. Supervising general assistants. Transport maintenance team to delivery sites. Perform other duties as delegated.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RN Mkhize Tel No: (034 980 1010) Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.
<u>CLOSING DATE</u>	:	15 September 2022 at 15:00
<u>POST 32/93</u>	:	<u>ADMINISTRATION CLERK REF NO: MTC/ RP5/ 2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) KwaGqikazi Campus, Nongoma Grade 12 certificate or equivalent qualification. A recognised National Diploma (NQF 6) in Education / Administration or equivalent will be an added advantage. 1 -2 years' in in Teaching and Learning environment / examination related field. Knowledge: White Paper on PSET Act, Public TVET sector and its regulatory and legislative framework, understanding of Higher Education sector, COLTECH, TVETMIS and ITS systems. Skills: Administrative, Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, Analytical, Client oriented, project management, team leadership and people management.
<u>DUTIES</u>	:	Assist with the coordination of internal and external examination assessment. Assist in coordinating training for Invigilators, Markers and Data Capturers. Assist to facilitate Examination and Irregular Committee for the campus and serve as a Secretariat. Assist to process application and issuing of certificates at campus level. Render administration support for the examination unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TV Mlotshwa Tel No: (035 831 3202) Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to

apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.

<u>CLOSING DATE</u>	:	15 September 2022 at 15:00
<u>POST 32/94</u>	:	<u>CLEANER REF NO: MTC/ RP6/ 2022</u>
<u>SALARY</u>	:	R104 073 per annum (Level 02)
<u>CENTRE</u>	:	Emandleni Campus, Ulundi
<u>REQUIREMENTS</u>	:	ABET Level 4 / Standard 8 / Grade 10. 0 to 1 year working experience in the cleaning services. Good communication skills.
<u>DUTIES</u>	:	Clean offices' corridors and boardroom. Dust and wax furniture. Sweep, scrub and wax floors. Vacuum and shampoo floors, walls, windows. Emptying and cleaning dirt bins. Collect and remove papers, freshen the office areas. Perform cleaning in the kitchen by washing of basins and keeping of stock utensils. Perform cleaning of restrooms by refilling hand wash liquid, replacing toilet papers, hand towels and refreshers. Emptying and washing waste bins. Maintain cleaning materials and equipment by reporting broken cleaning machines.
<u>ENQUIRIES</u>	:	Mr T P Zuma Tel No: (035) 879 1061
<u>APPLICATIONS</u>	:	Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
<u>NOTE</u>	:	The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.
<u>CLOSING DATE</u>	:	15 September 2022 at 15:00
<u>POST 32/95</u>	:	<u>GROUNDSMAN REF NO: MTC/ RP7/ 2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R104 073 per annum (Level 02)
<u>CENTRE</u>	:	Emandleni Campus, Ulundi
<u>REQUIREMENTS</u>	:	ABET Level 4 / Standard 8/ Grade 10. 0 -1 year working experience in a garden. Good communication skills. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of pruning and trimming of trees process and techniques. Basic understanding of the government legislation. Knowledge of chemical use / chemical product. Knowledge Occupational Health and Safety Act procedures.
<u>DUTIES</u>	:	Cleaning and maintain grounds and repair tools and structures such as buildings, fences and benches using hand and power tools. Mix spray or spread fertilizer, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/ gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds.
<u>ENQUIRIES</u>	:	Mr TP Zuma Tel No: (035) 879 1061
<u>APPLICATIONS</u>	:	Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za

NOTE

: The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.

CLOSING DATE

: 15 September 2022 at 15:00

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001.
- FOR ATTENTION** : Mr S Baloyi
- CLOSING DATE** : 09 September 2022
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POST

- POST 32/96** : **NETWORK CONTROLLER REF NO: Q9/2022/57**
- SALARY** : R211 713 per annum (Level 06)
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : NQF 6 qualification, as recognised by SAQA in Information Technology, Driver's license. 3-5 years working in IT Network and service Desk Management experience. Knowledge requirements: Knowledge of IT networks and desktops software and components. Knowledge of server hardware and software, Knowledge of hardware configurations. Skills and Competencies: Technical problem solving skills, communication and interpersonal skills, basic numeracy skills, basic literacy skills, basic driving skills, basic operating of

equipment skills, basic language skills, intermediate computer programming skills and project management skills.

DUTIES

: Perform network troubleshooting to isolate and diagnose common network problems. Upgrade network hardware and software components as required. Install, upgrade and configure network printing, rights, security software and files servers. Establish network users, user environment, directories and security for installed networks. Perform Provincial maintenance visits. Monitor network performance and security. Provide user support service (Help Desk Service). Undertake technical repairs of IT equipment and perform networks back-ups and store safely.

ENQUIRIES

: Mr T Tsotetsi Tel No: (012) 399 0040

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	12 September 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application <u>must include only</u> 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.
		ERRATUM: Please note that the reference number for the post of Labour Relation Officer advertised on Circular 31 of 2022 (Post 31/121), dated:19 August 2022 was erroneously mentioned as 022/14/GP: 22/14/GP, the correct one is : 2022/140/GP. We apologize for any inconvenience caused in this regard

OTHER POSTS

<u>POST 32/97</u>	:	<u>FAMILY ADVOCATE REF NO: 132/22EC</u>
<u>SALARY</u>	:	R774 660 – R1 285 149 per annum (LP7 - LP8), (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	:	Family Advocate, East London
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Five (5) years appropriate post qualification litigation experience; Knowledge and understanding of the standard operating procedures of the Family Advocate; A valid driver's licence and willing to travel within the province. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity Management; Dispute and conflict resolution skills; Case Flow Management.
<u>DUTIES</u>	:	Key Performance Areas: Execute the mandate of the office of the Family Advocate; Practice case flow management of all pending cases; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure and evaluation; Attend to all relevant circuit courts within the Province.
<u>ENQUIRIES</u>	:	Ms. L de Kock Tel No: 043 702 7000 / 7130
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

<u>POST 32/98</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: MR6: (X2 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Regional Office, Durban Ref No: 22/97/KZN Regional Office, Limpopo Ref No: 40/22/LMP
<u>REQUIREMENTS</u>	:	LLB degree or 4-year recognized legal qualification; At least 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 and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups; Skills and Competencies: Computer literacy (PowerPoint and Excel); Excellent communication skills (both verbal and written); Leadership skills; Presentations, and training skills; Good interpersonal and liaison skills; Problem solving skills; Analytical skills; Report writing and drafting skills; Time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Manage State losses within the Department regarding 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; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events and trainings on various pieces of legislation; Respond to petitions, representations and complaints from members of the public, civil society and other Government Department;. Manage statutory appointments.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000 Limpopo: Mr T P Maakamedi Tel No: (015) 287 2025
<u>APPLICATIONS</u>	:	KwaZulu-Natal: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban. Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane, 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 32/99</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Ingwavuma Ref No: 22/98/KZN Magistrate Kempton Park Ref No: 2022/153/GP (Re- Advert)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management or equivalent; A minimum of three (3) years' experience in Administration and Case Flow Management at supervisory level; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; Ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000 Gauteng: Ms RR Moabelo Tel No: (011) 332 9000

<u>APPLICATIONS</u>	:	<p>KwaZulu-Natal: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.</p> <p>Gauteng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.</p>
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 32/100</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (COURT OPERATIONS) REF NO: 22/99/KZN</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Durban
<u>REQUIREMENTS</u>	:	A National Diploma at (NQF level 6) in Administration and/or in Public Management or equivalent qualification; At least 3 years managerial or supervisory experience; Knowledge and experience in court and office administration; Knowledge of the Public Finance Management Act (PFMA); A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal) and Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas:Co-ordinate and manage, human resources, Manage the strategic and business planning processe, information and communication related strategies at court level; Manage projects intended to enhance efficiency of court operations, Compile and analyze court statistics to show performance and trends; Support case flow management (Appeal, reviews, transcription services) Compile annual performance reports for court operations; Manage customer service improvement plans and service level agreements.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
<u>POST 32/101</u>	:	<u>ADMINISTRATIVE OFFICER (X4 POSTS)</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court: Port Shepstone Ref No: 22/101/KZN Magistrate Court Verulam Ref No: 22/102/KZN Magistrate Court: Pinetown Ref No: 22/103/KZN Magistrate Court: Ezakheni Ref No: 22/104/KZN
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users; Perform any other duties necessary to ensure smooth office running.
<u>ENQUIRIES</u>	:	Ms V.T. Mlandiso Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

<u>POST 32/102</u>	:	<u>CHIEF ACCOUNTING CLERK: SALARIES REF NO: 22/199/CFO</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria A grade 12 certificate or equivalent qualification with Accounting as a passed subject; At least 3 years' experience in the salaries environment; Experience in BAS and PERSAL System; Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Planning and organizing skills; Problem solving skills; Ability to maintain a high level of confidentiality; Accuracy and attention to detail; Ability to work under pressure and be able to interpret Relevant Policies.
<u>DUTIES</u>	:	Key Performance Areas: Authorize BAS transactions; Reconcile and clear salary suspense and control accounts; Assist with the facilitation of salary deductions timeously; Manage payment process, reconciliation of Subsistence and Transport claims, advances and Departmental debts; Check, verify, approve and authorize S&T claims and all deductions of salaries efficiently and effectively; Attend to daily enquiries from clients; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Address: 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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 32/103</u>	:	<u>STATE ACCOUNTANT: SALARY ACCOUNTS REF NO: 22/200/CFO</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A National Diploma in Accounting or equivalent (NQF level 6); A minimum of 2 years experience in a salary environment (PAYE reconciliation, SARS Easy-file, E-filing Systems, Accounts, Debts and Salaries); Knowledge of Public Financial Management Act (PFMA), National Treasury Regulations and Income Tax; Knowledge and experience in PERSAL and Basic Accounting System (BAS); A valid driver's license. Skills and Competencies: Computer literacy (Ms Office and MS Excel); Good communication (written and verbal); Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and self-motivated.
<u>DUTIES</u>	:	Key Performance Areas: Perform monthly and annual Income Tax reconciliation; Reconcile and clear salary suspense and control accounts; Facilitate the implementation of salaries deduction timeously; Manage and recover staff debts, payments of all S&T claims and advances; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encourage to apply
<u>POST 32/104</u>	:	<u>STATE ACCOUNTANT: PAYMENTS REF NO: 22/201/CFO</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An appropriate 3 years National Diploma in Accounting or equivalent qualification (NQF level 6); A minimum of 2 years relevant experience in payments environment; Knowledge of Public Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), National Treasury Regulations, Income Tax Act, and BAS System; A valid driver's license. Skills and Competencies: Computer

		literacy (Ms Office); Good communication skills (verbal and written); Planning and organizing skills; Accuracy and attention to details; Problem solving skills; Ability to maintain high level of confidentiality; Ability to work under pressure and be able to interpret relevant policies.
<u>DUTIES</u>	:	Key Performance Areas: Manage and process miscellaneous payments and administer the processing of Travel Agency payments; Manage clearing of suspense accounts and resolve creditors queries on unprocessed payments; Receive and process audit queries and implement corrective measures; Manage transfer payments in the Department and submit all monthly reports; Manage telephone interface and database; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 32/105</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 22/105/KZN</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court, Durban
	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 and ten years practical experience in court interpreting; Proficiency in English and two or more indigenous languages A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and art of interpreting.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V.T. Mlandiso Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 32/106</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 22/106/KZN</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court, Durban
	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages (Tshivenda/ Sepedi/siTsonga and IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	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.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms V.T. Mlandiso Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>POST 32/107</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 22/77/FS</u> (Re-Advertisement)
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Virginia
	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages VIRGINIA: Afrikaans, IsiXhosa, Sesotho and English A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800
	:	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.
<u>POST 32/108</u>	:	<u>CHIEF ACCOUNTING CLERK REF NO: 22/81/FS</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Bloemfontein
	:	Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience required; Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DFI, PSA, PSR, PPPFA, Financial Manual; Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili Tel No: (051) 407 1800
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
<u>POST 32/109</u>	:	<u>MAINTENANCE OFFICER MR1 - MR3 REF NO: 22/100/KZN</u>
<u>SALARY</u>	:	R201 387 – R298 350 per annum, (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court, Newcastle
	:	LLB degree or recognized 4-year legal qualification: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Motivational skills; Loyalty, honesty, Ability to work under pressure; Planning

and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES

: Key Performance Areas: Manage duties or functions of a Maintenance Officer for offices Amajuba District; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES

: Ms N.F. Nkosi Tel No: (031) 372 3000

APPLICATIONS

: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive Preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 09 September 2022 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV only with contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Non RSA residents/permanent residents will submit proof only when shortlisted. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) and proof need to be submitted only when shortlisted. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. 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 three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 32/110** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE: FREE STATE REF NO: DMV2022/08-05**
- SALARY** : R744 255 – R876 705 per annum (Level 11), (all inclusive)
- CENTRE** : Free State
- REQUIREMENTS** : A Senior Certificate and an appropriate degree or diploma or equivalent qualification. Three to five years of experience at an Assistant Director level executing stakeholder management and office management duties. Knowledge of Stakeholder relations policies and legislation Inter-governmental guidelines, Government wide policies. Ability to interpret and apply policies and legislations. Skills: Negotiations, Report writing, Research, Presentation, Analytical, Project Management, Strategic Planning, Motivational, Decision making, Facilitation and Change Management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.
- DUTIES** : To manage military veterans programmes in the regions. Implement policies and procedures that relates to provincial office management and stakeholder relations. Co-ordinate provincial skills development programs for military veterans. Assist military veterans with and co-ordinate employment placement programmes. Initiate and co-ordinate military veteran's provincial honours, ceremonials and heritage functions. Manage service level agreements with line functions and other departments. Co-ordinate the provision of posthumous services which are heritage, burials, re-burials, exhumations and repatriation for / of military veterans. Manage the provision of military veterans with first-line assistance on their services and benefits. Manage the compilation and maintenance of provincial military veteran's profiles. Manage provincial military veteran's resource systems. Manage the establishment and functioning of a fully functional provincial office. Manage the implementation and supervision of the provincial operational plan. Co-ordinate the development and

submission of performance reports. Manage stakeholder relations activities. Implement regulatory framework in relation to stakeholder management. Establish and maintain sound relations with stakeholders. Implement stakeholder management interventions. Identify challenges related to the management of stakeholders and devise appropriate interventions to manage such challenges. Develop and facilitate the signing of service level agreements. Engage with stakeholders on matters of common interest and initiate negotiations for the signing of the MOU. Manage all the administrative and logistical issues before the departments enters into an MOU with a stakeholder. Guide the department in relation to precautions and focus areas in as far as the MOU is concerned. Manage the interactions and co-ordination of governmental, non-governmental institutions and other structures including national as well as regional stakeholders with regard to services rendered to military veterans.

ENQUIRIES

: Mr Mpho Makhwiting / Ms Lerato Sono Tel No: (012) 765 9454

POST 32/111

: **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE: NORTHERN CAPE REF NO: DMV2022/08-06**
Re-advertisement: Applicants who previously applied are encouraged to re-apply

SALARY
CENTRE
REQUIREMENTS

: R744 255 – R876 705 per annum (Level 11), (all inclusive)
: Northern Cape
: A Senior Certificate and an appropriate degree or diploma or equivalent qualification. Three to five years of experience at an Assistant Director level executing stakeholder management and office management duties. Knowledge of Stakeholder relations policies and legislation Inter-governmental guidelines, Government wide policies. Ability to interpret and apply policies and legislations. Skills: Negotiations, Report writing, Research, Presentation, Analytical, Project Management, Strategic Planning, Motivational, Decision making, Facilitation and Change Management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.

DUTIES

: To manage military veterans programmes in the regions. Implement policies and procedures that relates to provincial office management and stakeholder relations. Co-ordinate provincial skills development programs for military veterans. Assist military veterans with and co-ordinate employment placement programmes. Initiate and co-ordinate military veteran's provincial honours, ceremonials and heritage functions. Manage service level agreements with line functions and other departments. Co-ordinate the provision of posthumous services which are heritage, burials, re-burials, exhumations and repatriation for / of military veterans. Manage the provision of military veterans with first-line assistance on their services and benefits. Manage the compilation and maintenance of provincial military veteran's profiles. Manage provincial military veteran's resource systems. Manage the establishment and functioning of a fully functional provincial office. Manage the implementation and supervision of the provincial operational plan. Co-ordinate the development and submission of performance reports. Manage stakeholder relations activities. Implement regulatory framework in relation to stakeholder management. Establish and maintain sound relations with stakeholders. Implement stakeholder management interventions. Identify challenges related to the management of stakeholders and devise appropriate interventions to manage such challenges. Develop and facilitate the signing of service level agreements. Engage with stakeholders on matters of common interest and initiate negotiations for the signing of the MOU. Manage all the administrative and logistical issues before the departments enters into an MOU with a stakeholder. Guide the department in relation to precautions and focus areas in as far as the MOU is concerned. Manage the interactions and co-ordination of governmental, non-governmental institutions and other structures including national as well as regional stakeholders with regard to services rendered to military veterans.

ENQUIRIES

: Mr Mpho Makhwiting / Ms Lerato Sono Tel No: (012) 765 9454

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms M Palare Tel No: 012 444 3324 / Mr P Ndlovu Tel No: 012 406 7506.
- CLOSING DATE** : 09 September 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 32/112** : **DIRECTOR: MINE SAFETY REF NO: DMRE/2119**
Re-advert, candidates who are applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Bachelor Degree (Mining Engineering, Electrical/Mechanical Engineering (NQF Level 7) PLUS Certificate for Mine Manager's Certificate of Competency/or Certificate of Competency for Mechanical or Electrical Engineering PLUS the following competencies Knowledge of: In depth understanding and knowledge of the Mine Health and Safety, Knowledge of the policy regime affecting the minerals and mining industry; Government policy and legislations Skills: Problem solving, Communication (Verbal ,

written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and Coordinating, Facilitation and implementation, Financial management, Negotiation and Consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management; Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

DUTIES : Ensure/provide specialist advice/information in respect of occupational safety related matters as well as the status of occupational safety in the mining industry. Ensure research and benchmarking of the status of occupational safety in the mining industry with international counterparts/countries in order to identify training and policy needs. Ensure quality assurance of the Mine Health and Safety Inspectorate processes and outputs (eg. inspections, audits, investigations and enquiries). Ensure /Assist with the technical aspects of standards, legislation and specifications. Manage the collection, storage and dissemination of information. Chair/participate in various statutory and other committees/forums. Manage Directorate.

ENQUIRIES : Mr X Mbonambi at 082 787 3369
NOTE : Indian, Coloured male and persons with disability are encouraged to apply.

OTHER POSTS

POST 32/113 : **SENIOR INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2120**

SALARY : R882 042 per annum (Level 12), (all-inclusive package)
CENTRE : North West, Klerksdorp
REQUIREMENTS : National Diploma in Occupational Hygiene or Environmental Health or Environmental Management PLUS Certificate on Mine Environmental Control with a minimum of 3 years junior management experience in the Mining Industry, with a valid driver's licence: Knowledge of: Mine Health and Safety Act and Regulations and Legal, Hazard identification and Risk Management, Public Service Staff code, DMRE policy Skills: Ability to interpret and apply Mine Health and Safety Act, DMR policy and staff, Management skills-planning, Leading, Organising and Controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation, Language Proficiency ,computer literacy Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic Personality, Receptive to suggestions and ideas, Analyse situations carefully, ability to work under pressure.

DUTIES : Coordinate conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary, Coordinate conduct and report on Investigations mine related accidents ,contraventions and complaints as well as analysis of mine accidents and trends to determine high risk mines and take appropriate action, Coordinate and serve on any necessary board of examiners, Coordinate the investigation, consultation and provision of input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Coordinate and provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to occupational hygiene. Provide managerial activities.

ENQUIRIES : Mr J Melembe Tel No: 018 487 4300
NOTE : Female candidate Indian, Coloured/white representation are encouraged to apply.

<u>POST 32/114</u>	:	<u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2121</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	North-West Region, Klerksdorp
<u>REQUIREMENTS</u>	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering valid driver's licence with minimum of 3 years in the mining industry: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policy. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management skills, Planning, Leading, Organisational and Controlling Skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence and report thereon of equipment on mines ie. winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals, Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr J Melembe Tel No: (018) 487 4300
<u>NOTE</u>	:	Indian, Coloured male and persons with disability are encouraged to apply.
<u>POST 32/115</u>	:	<u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2122</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape Region, Port Elizabeth
<u>REQUIREMENTS</u>	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering, valid driver's licence with minimum of 3 years in the mining industry: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policy. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management skills, Planning, Leading, Organisational and Controlling Skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence and report thereon of equipment on mines i.e. winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals, Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr T Doyle Tel No: (041) 403-6609

<u>NOTE</u>	:	Male candidate that will improve African or Indian representation are encouraged to apply.
<u>POST 32/116</u>	:	<u>ASSISTANT DIRECTOR: CLIMATE CHANGE MANAGEMENT REF NO: DMRE/2123</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Natural Sciences or Environmental Science/Environmental Management (NQF Level 7) with a minimum of 3 years' experience in mining or energy sectors, PLUS the following competencies: Knowledge of: All relevant national policies on climate change mitigation and adaptation, energy and environment, National Legislation and Acts on climate change, energy and environment, Environmental conventions and protocols, Knowledge on processes of environmental conventions, including the ratification of environmental treaties by South Africa Skills: Excellent written and oral communication skills, Analytical and interpretation skills, Detail oriented ability to prioritize and multi-task, Computer literacy, presentation, report writing, interpersonal skills, Thinking demands: Factual oriented, Ability to make informed decisions quickly, Problem solving, Conflict management.
<u>DUTIES</u>	:	Support and monitor the development and implementation of plans and policies in relation to environmental management and climate change. Provide support and advice on mitigation interventions that support low carbon development in the mining and energy sectors including Carbon Budgets. Represent the Department in external policy settings, nationally and internationally on climate change and environmental compliance, Provide analytical support for policy briefs related to renewable energy, energy efficiency and climate change and environment, Implement climate change and environmental compliance strategies, programmes and plans in the mining and energy sectors. Develop and contribute to the development of educational or outreach programmes on climate change and environmental compliance. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr T Mamakoko Tel No: (012) 406 7679
<u>NOTE</u>	:	persons with disability are encouraged to apply
<u>POST 32/117</u>	:	<u>ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2124 (X2 POSTS)</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	North-West Region, Klerksdorp
<u>REQUIREMENTS</u>	:	A Bachelor's degree/ B- Tech Degree/ Advanced Diploma in Environmental Management/ Environmental Science/ Natural Science (NQF Level 7) with a Minimum of 3 years' experience in the industry and valid Driver's Licence, PLUS the following competencies Knowledge of: Knowledge of integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods, Knowledge of environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management Skills: Good negotiation skills, good research skills, integration of social, economic, bio-physical and cultural-historical impacts, personnel management working and creating team work, good verbal and non-verbal communication skills, excellent English reading and writing skills Thinking Demands: Pragmatic environmental, problem solving abilities, Innovative thinking abilities. Ability to manage diverse public demands.
<u>DUTIES</u>	:	Evaluate Environmental Management Program plan, Environmental Impact Assessments. Scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the Public. Consult with relevant State Departments and assist clients through promotion of administrative justice. Oversee the rehabilitation of liquidated and incapacitated mines. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr D Makamu Tel No: (018) 487-4300

<u>NOTE</u>	:	Indian, Coloured male and persons with disability are encouraged to apply.
<u>POST 32/118</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2125</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	Bachelor degree/ Bachelor of Technology degree/ Advanced Diploma in Social Science on Development Economics, Social Science, Industrial Science (NQF level 7) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA, basic knowledge of previous minerals legislation, Basic knowledge of administration procedures, basic knowledge of departmental policy, iro Mineral Regulation basic knowledge of computer programmes Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<u>DUTIES</u>	:	KRA's: Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining rights applications. Design and implement inspection programme. Attend community and other stakeholders meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms K Kalipa Tel No: (057) 391-1302
<u>NOTE</u>	:	Indian, Coloured male and persons with disability are encouraged to apply.
<u>POST 32/119</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DMRE/2126 (X2 POSTS)</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Degree/ National Diploma in Human Resource Development / Human Resource Management / Management of Training (NQF 6) with minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Have an advanced knowledge of understanding of Employment Equity Act, South African Qualification Authority, SETA functions and requirements. National Skills Development Strategy. Knowledge of research. Knowledge and understanding of Human Resources as well as Basic knowledge on Adult Learning Skills: Strong analytical skills attention to detail. Presentation, facilitation and counselling skills. Communication skills. Computer skills. Writing skills. Policy development skills, Presentation skills, Thinking Demands: Decisive, Creative and innovative. Decisive and problem solving. Sound judgement and confidentiality.
<u>DUTIES</u>	:	Coordinate the implementation of the Learnerships, Scholarship, Adult Education and Training (AET) and work integrated learning programmes. Coordinate and facilitate the implementation of induction and training programmes. Oversee the execution of the administrative support services of employee training Coordinate workplace skills planning, implementation and reporting. Provide secretarial services to the Skills Development Committee with regards to educational programmes (Learnership, Scholarship, AET, Work integrated Learning. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr H Mbiko Tel No: (012) 444 3727
<u>NOTE</u>	:	Indian, Coloured male and persons with disability are encouraged to apply.
<u>POST 32/120</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2127</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	B Degree/ National Diploma in Industrial and Organizational Psychology/ Behavioural Science/ Management Services/ Operations Management (NQF 6) Certificate in Job Evaluation Analysis will be added advantage with minimum of 1 year experience in work study and organisational development environment Knowledge: Basic knowledge and understanding of Policies, prescripts, regulations, withe papers, public admin etc. Work study and work techniques: information gathering and analysis, effective procedures and methods, basic research, problem solving, design/ redesign of processes

forms etc. Organisational development and job descriptions and specifications. Organisational development and job descriptions and specifications. Development of organisational structures. Skills: Analytical and problem solving, communication and computer skills, Report writing and formulation, organising, planning and co-ordinating skills, Basic Research, Negotiation skills, Ability to listen and interpret, Facilitation skills, Thinking Demand: innovative and creative thinker.

DUTIES : Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation (JE). Facilitated the implementation of operations management framework. Administer post establishment. Facilitate/ coordinate change management interventions. Design forms for the DMRE.

ENQUIRIES : Mr C Ramoshaba Tel No: 012 444 3724
NOTE : Indian, Coloured male and persons with disability are encouraged to apply.

POST 32/121 : **REGISTRY CLERK REF NO: DMRE/2129 (X2 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : North West Region, Klerksdorp
REQUIREMENTS : Grade 12 certificate (NQF 4) PLUS the following competencies Knowledge of: Registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing Public Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in registry Skills: Computer, Planning and organisation, Language, Good verbal and written communication skills.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for achieving and disposal.

ENQUIRIES : Ms T Ntjoboko Tel No: (018) 487 -4300
NOTE : post be filled with a person with disability and other one Indian or coloured male are encouraged to apply.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. Our buildings are accessible to persons living with disabilities.



<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	09 September 2022
<u>NOTE</u>	:	The National Treasury effective from 7 April 2021 now utilises an e-Recruitment system which means all applicants must login/register to apply for positions, we no longer accept applications via email or hand delivered/post. Certain documentations will still be required to be uploaded on the system such copies need not be certified at point of application (ID, Qualification etc.) however will be required prior to attending interview. All Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned post/ to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA. To apply for the 2023 Internship Programme, log into this link and apply: https://erecruitment.treasury.gov.za/eRecruitment

**INTERNSHIP PROGRAMME 2023/2025
(24 MONTHS)**

Purpose: Our 24-month Internship Programme offers graduates opportunities to enhance skills and gain meaningful workplace experience to complement their studies.

OTHER POSTS

<u>POST 32/122</u>	:	<u>PUBLIC FINANCE INTERN (X1 POST)</u> Chief Directorate: Admin Services
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics/Accounting/Public Administration.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/123</u>	:	<u>PUBLIC FINANCE INTERN (X1 POST)</u> Chief Directorate: Economic Services
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics/Public Policy.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/124</u>	:	<u>PUBLIC FINANCE INTERN (X1 POST)</u> Chief Directorate: Justice & Protection
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics/Public Finance/Accounting/Public Policy/Public Administration.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/125</u>	:	<u>PUBLIC FINANCE INTERN (X1 POST)</u> Chief Directorate: Urban Development & Infrastructure
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	BCom Honours Economics/Finance.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/126</u>	:	<u>BUDGET OFFICE INTERN (X1 POST)</u> Chief Directorate: Public Finance Statistics
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Economics/Accounting.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/127</u>	:	<u>BUDGET OFFICE INTERN (X1 POST)</u> Chief Directorate: Public Sector Remuneration Analysis & Forecasting
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BSc Data Science/Computer Science.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/128</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN (X1 POST)</u> Chief Directorate: Provincial Budget Analysis
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BCom/Honours Accounting/Financial Management/Financial Accounting.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/129</u>	:	<u>ECONOMIC POLICY INTERN (X1 POST)</u> Chief Directorate: Modelling & Forecasting
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours/Masters Economics/Econometrics.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/130</u>	:	<u>TAX & FINANCIAL SECTOR POLICY INTERN (X1 POST)</u> Chief Directorate: Economic Tax Analysis
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours/Masters Economics/Finance.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/131</u>	:	<u>TAX & FINANCIAL SECTOR POLICY INTERN (X1 POST)</u> Chief Directorate: Financial Markets & Stability
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours/Masters Economics/Finance/Law.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/132</u>	:	<u>INTERNATIONAL & REGIONAL ECONOMIC POLICY INTERN (X1 POST)</u> Chief Directorate: African Economic Integration
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics/B International Relations/ BA Political Science.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/133</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)</u> Chief Directorate: Financial Operations
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BSc/Honours/Masters Computer Science.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za

<u>POST 32/134</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)</u> Chief Directorate: Governance & Financial Analysis
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Business Science/Accounting.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/135</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)</u> Chief Directorate: Sectoral Oversight
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics/Accounting.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/136</u>	:	<u>CORPORATE SERVICES (X1 POST)</u> Chief Directorate: Financial Management - Supply Chain
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Supply Chain/Logistics.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/137</u>	:	<u>CORPORATE SERVICES (X1 POST)</u> Chief Directorate: Human Resources Management
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	ND/BCom/BTech/Honours Human Resources Management/Industrial Psychology.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/138</u>	:	<u>CORPORATE SERVICES (X1 POST)</u> Chief Directorate: Information Communication & Technology
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	ND/BCom/BSc Information Technology
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/139</u>	:	<u>CORPORATE SERVICES (X1 POST)</u> Chief Directorate: Strategic Projects & Support
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Financial Management/Accounting
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/140</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL (X1 POST)</u> Chief Directorate: Financial Systems
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	ND Finance/Financial Information Systems/Information Technology.
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za
<u>POST 32/141</u>	:	<u>OFFICE OF THE DIRECTOR GENERAL (X1 POST)</u> Chief Directorate: Communications
<u>STIPEND</u>	:	R211 713 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Graphic Design
<u>ENQUIRIES</u>	:	erecruitment@treasury.gov.za

POST 32/142 : **OFFICE OF THE DIRECTOR GENERAL (X1 POST)**
Chief Directorate: Legal Services

STIPEND : R211 713 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : LLB
ENQUIRIES : erecruitment@treasury.gov.za

POST 32/143 : **OFFICE OF THE DIRECTOR GENERAL (X1 POST)**
Chief Directorate: Legislation

STIPEND : R211 713 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : LLB
ENQUIRIES : erecruitment@treasury.gov.za

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.
- : **Polokwane/:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- : **Land Claims Court: Randburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- : **Supreme Court of Appeal: Bloemfontein/Free State** Division of the High Court: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein.
- : **Makhanda High Court/Mthatha/Eastern Cape Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

- : 12 September 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 only; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). 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

OTHER POSTS

<u>POST 32/144</u>	:	<u>COURT MANAGER REF NO: 2022/134/OCJ</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Polokwane High Court
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year qualification in management/administration or relevant qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of six (6) years' managerial or supervisory experience. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
<u>DUTIES</u>	:	Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr J Shibodze Tel No: (015) 495 17 35 HR related enquiries: Mr TJ Masemola/ Ms N Phadziri Tel No: Tel No: (015) 495 1753/1743
<u>POST 32/145</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 2022/135/OCJ</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office Midrand
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year Diploma/Degree in Human Resources Management/Labour Relations Management/or Law at NQF Level 6 with 360 credits) as recognized by SAQA. Applicants are to take note that the Office of the Chief Justice is a highly legalistic working environment. Five (5) years functional experience doing Employment Relations Management Services at a supervisory level. A Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Knowledge Superior Courts Act, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations. Skills: Legal Research, Records Management, Problem solving, Negotiation, Presentation Good Communication skills (oral and written), Planning, Analytical, Report writing, Conflict Management, Computer literacy (Maintenance of a Live Case Law Database).

<u>DUTIES</u>	:	Conduct and analyze all grievances and complaints received from employees throughout the country and provide trend analysis reports to management. Draft charges and finalize all misconduct cases. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters country wide. Ensure effective management of the ER Information Management Systems and records management system which includes maintaining an efficient and effective rotational case management filing system and weekly updating of a live Labour Relations database. Ensure that all compliance reports are submitted in line with the OCJ Compliance Calendar. Manage, coordinate and monitor the implementation of Employee Relations' policies and procedures; Provide expert employee relations advice. Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagements with the relevant recognized Trade Unions.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>POST 32/146</u>	:	<u>LAW RESEARCHER REF NO: 2022/136/OCJ</u>
<u>SALARY</u>	:	R382 245 – R461 745 per annum. The successful candidate will be required to sign performance agreement.
<u>CENTRE</u>	:	Land Claims Court Randburg
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills.
<u>DUTIES</u>	:	Perform all legal duties for the judges to enable them to prepare- judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr J Mabenna Tel No: 011 493 5392 HR Related enquiries: Ms T Mbalekwa Tel No: 011 335 0404
<u>POST 32/147</u>	:	<u>LAW RESEARCHER REF NO: 2022/138/OCJ</u> (3 Year Contract) Re-Advert Candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R382 245 – R461 745 per annum, plus 37 % in lieu of benefits. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Supreme Court Of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. An LLM degree will be an added advantage. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making

		skills. Time management skills. Creative and analytical skills. Ability to work independently.
<u>DUTIES</u>	:	Perform all legal duties for the judges to enable them to prepare- judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analyse it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: Ms M Luthuli Tel No: (051) 492 4573
<u>POST 32/148</u>	:	<u>JUDGE'S SECRETARY REF NO: 2022/140/OCJ</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Makhanda High Court
<u>REQUIREMENTS</u>	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical/HR enquiries related enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>POST 32/149</u>	:	<u>PERSONNEL PRACTITIONER REF NO: 2022/141/OCJ</u>
<u>SALARY</u>	:	R261 372 - R307 890 per annum. The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Provincial Service Centre: Mpumalanga
<u>REQUIREMENTS</u>	:	Matric certificate and a three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification as recognised

by SAQA. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system. A valid code B drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of PERSAL system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.

DUTIES

: Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.

ENQUIRIES

: Technical/HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

: 09 September 2022 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form 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.

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 31 dated 19 August 2022. (1). Handyman: Workshop with Ref No: 2022/302, Centre: Cape Town regional office. It was advertised with the incorrect Requirements: as a Std 10/Grade 12. Trade Test in (Electrical/Carpentry/ Bricklaying/Plumbing/Building). The correct Requirements are as follows: A Grade 10 with no trade test. (2) Tradesman Aid: Workshop with Ref No: 2022/304 (X2 Posts). Centre: Cape Town regional office, was advertised with the incorrect Requirements: A Std 10/Grade 12. Trade Test in (Electrical/Carpentry/ Bricklaying/Plumbing/Building). A higher Technical qualification will be considered as an added advantage. The correct Requirements are as follows: A Grade 10 with no trade test. A valid Code EB/C1 driver's licence will be considered as an added advantage, the closing date for both is extended to 09 September 2022.

OTHER POSTS

<u>POST 32/150</u>	:	<u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2022/306</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration/ Real Estate Management or in the relevant field. Appropriate experience at an ASD level in the relevant field. Knowledge of Works Control System (WCS); 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; Emerging Contractor Development Programme; Financial administration processes and systems; maintenance of databases and procurement processes and systems. Skills: Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication and advanced computer literacy. A Valid Driver's License.
<u>DUTIES</u>	:	To coordinate the accommodation portfolio for client Departments. Develop, review and maintain user demand management policies and procedures: Undertake research on current best practices in relation to property 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.
<u>ENQUIRIES</u>	:	Ms. C Rossouw Tel No: (021) 402 2014
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 32/151</u>	:	<u>DEPUTY DIRECTOR: REAL ESTATE REF NO: 2022/307</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Real Estate Management Services, Property Development and Management, Business Administration, Public Management / Administration or related qualifications and with appropriate/relevant experience in property environment, project management and management; A valid driver's license. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising;

numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills. Personal attributes: Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; research; facilitation; self-starter. Must be prepared to travel; drivers license; willing to adapt work schedule in accordance with professional requirements.

DUTIES

: Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets (user Assets Management plan, custodian Assets Management); ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; Develop and implement Energy Efficiently Strategy; Develop and implement Waste Management Strategy. Management and Administration of all state facilities that are leased out. Management and administration of Acquisition and disposal of all state facilities. Management and administration of leased property and ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; ensures that buildings are user-friendly and accessible; manage and maintain client relationship; ensures that building are not illegally occupied; Develop and implement risk management strategy; Assume the role of property incubator Champion Programme ;Continuously liaise with SMU on re-engineering of Business Processes; Generate BEE statistics on a monthly and quarterly basis. Effective management of the sub-directorate- administrate employment related processes of the component; manage the budget and expenditure of the component. Co-ordinate units Monthly and Quarterly reports.

ENQUIRIES APPLICATIONS

: Mr. PEM Shoji Tel No: (031) 314 7205
: Durban Regional Office 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 32/152

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/308**
Re-advert all applicants who previously applied are encourage to re-apply

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 REQUIREMENTS

: Bloemfontein Regional Office
: A three year tertiary qualification (NQF Level 6) in Public Management/Administration, Logistics, Supply Chain Management qualification. A candidate must have extensive experience as an Assistant Director and proven years of experience in managing various elements of Supply Chain Management and Valid driver's license. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement-related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPPFA), Construction Management and Facilities Management and Property Management Act. Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.

DUTIES

: Manage the Sub-Unit Bid Administration and Acquisition Management of goods and services, Manage Movable and Asset Management, Ensure effective of Travel Logistic Management, and Manage Transport

Administration. Develop the Business Plan for Sub-Unit, Appointment of Bid Committees in line with National Treasury Guidelines. Manage the compilation of bid documents and advertisements. Ensure all bids are advertised and published in the relevant plat form in terms of pertinent policies and regulations. Ensure effective management of the secretariat support function, Manage and monitor the Procurement Strategies for all Projects. Ensure Procurement Plan for all Projects is closely monitored and updated. Manage the War Room sessions with Line Managers. Manage all relevant registers involved in Acquisition Management. Have a knowledge of developing the Expression of Interest and two stage bidding. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage the administration of Tender Appeal for all prospective bidders. Manage the Pre-Audit and Post Audit of bids. Manage Provisioning and Logistics Management for all Order to be issued on BAS, Logis and Payment SAGE System. Manage travel, flight and accommodation for the Regional Office. Management and monitoring of directorate's budget. Management of procurement processes related to goods and services, and including travel and accommodation. Management and monitoring of the Sub-Unit' budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Manage Movable Asset Management and ensure Asset Register is in place, Monthly Reconciliation of assets. Prepare monthly, quarterly and annual Financial Statements. Manage and deal with all audit queries from Internal and External Auditors. Manage and supervision of the staff.

**ENQUIRIES
APPLICATIONS**

: Ms T Zulu Tel No: 051 408 7306
: Bloemfontein Regional Office 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 32/153

CONSTRUCTION PROJECT MANAGER GRADE A

**SALARY
CENTRE**

: R728 829 per annum, (all-inclusive), (OSD) package
: Polokwane Regional Office Ref No: 2022/309A
: Bloemfontein Regional Office Ref No: 2022/309B
: Nelspruit Regional Office Ref No: 2022/309C (X5 Posts)

REQUIREMENTS

: A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES

: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the

		construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Mr. M Ntshani Tel No: (015) 291 6444 Ms. T Zulu Tel No: (051) 408 7306 Mr. C Sekatane Tel No: (013) 753 6312
<u>APPLICATIONS</u>	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa Bloemfontein Regional Office 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 Nelspruit Regional Office 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
<u>POST 32/154</u>	:	<u>ASSISTANT DIRECTOR: HORTICULTURAL SERVICES REF NO: 2022/310</u>
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Horticulture with appropriate experience in the field of horticultural/gardening services. Must be computer literate. Must be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Clear knowledge of SCM procedures. Must be able to liaise with clients and have a good all round communication skills. Applicant should be conversant with the requirements of the Occupational Health and Safety Act and Regulations, Agricultural Pests Act, National Veld and Forest Fire Act, Public Finance Management Act and its Regulations, PPFA and its regulations, BBBEE Act, CIDB Act, GIAMA etc.
<u>DUTIES</u>	:	Supervising the processing of horticultural tasks within Facilities Management. Report writing. Long and short term planning. Prepare and compile business plan with Deputy Director: Facilities Management. Prepare risk register for Horticultural/Gardening section. Prepare monthly/quarterly/ annual progress reports. Prepare budget for the Horticulture/Gardening section. Ensure proper commitment registers. Management of all procurement of horticultural services. Management of staff etc.
<u>ENQUIRIES</u>	:	Mr. N. Malitsha Tel No: (015) 291 6447
<u>APPLICATIONS</u>	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 32/155</u>	:	<u>CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2022/311</u>
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Electrical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural, security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant

		construction regulations and specifications. Compile technical and monthly reports.
<u>ENQUIRIES</u>	:	Ms. M. Lali Tel No: (018) 386 5379
<u>APPLICATIONS</u>	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	Mr. T. Oagile
<u>POST 32/156</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGEMENT REF NO: 2022/312</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Security Management/Social Sciences/Criminal Justice and intensive relevant work experience. SSA Security Advisors course will be an added advantage. Knowledge of the SSA environment will be an added Advantage. Familiarity with the Minimum Information Security Standards, OHS, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies, Familiarity with but ideally formal training in the Practice and principles on the execution of general Security and security project management. Recommendations: The ability to work independently, Analyse problem areas and initiate corrective Measures, experience in policy development. A valid driver's license and willingness to travel on a regular basis. Good communication skills at all levels, good writing and analytical skills regarding submissions and briefing notes. The ability to make presentation on security matters. Project Management skills.
<u>DUTIES</u>	:	Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness). Implement the departmental security policy and the development of procedural guidelines in the Region. Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programmes with the assistance of Head Office. Interact with security-related and relevant authorities, ie. SSA Agency, SAPS, Comsec. Manage the capacity of Security Management with the assistance of Head Office and SSA Provincial Office.
<u>ENQUIRIES</u>	:	Mr. TE Phungula Tel No: (031) 314 7026
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 32/157</u>	:	<u>SENIOR ADMIN OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2022/313</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Financial Management or equivalent qualification coupled with appropriate experience. Knowledge of LOGIS, BAS/SAGE. Treasury Regulations, PPPF, PFMA requirements, National Treasury Guidelines as well as knowledge of asset lifecycles and financial statements. Written and verbal communications skills. Leadership skills. Computer skills. Valid driver's license.
<u>DUTIES</u>	:	Manage the life cycle of movable assets. Ensure bar-coding of new assets. Tracking and movement of movable assets. Verification of existing assets. Maintaining Movable Asset Register on LOGIS. Manage the filing system of all documentation. Disposal of redundant/obsolete assets as per Treasury Regulations. Control and manage the procurement of all assets. Liaise with Prestige and other clients. Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms. E Matinyane Tel No: (012) 492 3041
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele

<u>POST 32/158</u>	:	<u>ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2022/314</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Pretoria Regional Office A three year tertiary qualification (NQF Level 6) in Property Management/ Built Environment and appropriate experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), Property related Act and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
<u>DUTIES</u>	:	Updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance to GIAMA. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Carry out regular inspections on State property to ensure maximization of property utilization and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Liaise with tenants and prepare offer to lease documentation for lease applications received. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government (s) in respect of property related matters. Carry out all property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Administrate duties as requested by the Property Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Tshilwane Tel No: (012) 310 5127 Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele
<u>POST 32/159</u>	:	<u>HORTICULTURIST: FACILITIES MANAGEMENT REF NO: 2022/315 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIEREMENTS</u>	:	R261 372 per annum Pretoria Regional Office A three year tertiary qualification (NQF Level 6) in Horticulture. Valid driver's license and be prepared for extensive travel. Relevant supervisory skill and experience. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.
<u>DUTIES</u>	:	Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements. Transporting equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Display knowledge of Environmental Legislation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HC Mambana Tel No: (012) 342 2033 Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele

<u>POST 32/160</u>	:	<u>HORTICULTURIST: HORTICULTURAL SERVICES REF NO: 2022/316</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Cape Town (Groote Schuur Estate Rondebosch)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Horticulture with appropriate experience in horticulture. Must be computer literate. Be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills.
<u>DUTIES</u>	:	Horticulture performs the maintenance and upkeep of the gardens at Prestige Residences, other client departments. Effective and efficient management of the section. Delegating and supervision of personnel at various horticultural sections. Implementing horticultural programmes for garden maintenance. Landscaping of gardens for Prestige Houses & other departments as requested. Report writing and record keeping, filing of documentation etc. Procurement of goods and services. Supervision of staff. Administrative duties i.e. leave etc.
<u>ENQUIRIES</u>	:	Mrs. E Bessick Tel No: (021) 402 2407
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>NOTE</u>	:	Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post
<u>POST 32/161</u>	:	<u>ARTISAN: PLUMBING WORKSHOP GRADE A REF NO: 2022/317</u>
<u>SALARY</u>	:	R193 512 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 and a completed Trade Test Certificate as Plumber. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver's license.
<u>DUTIES</u>	:	Maintain and repair technical faults related to plumbing. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.
<u>ENQUIRIES</u>	:	Mr. TN Managa at 072 507 6860
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele
<u>POST 32/162</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING AND LOGISTICS REF NO: 2022/318</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 with experience in provisioning. Understanding of Government procurement systems and relevant policies. Interpersonal, report-writing, planning, organizing, problem solving and decision –making skills. Strong written and verbal communication skills. Computer literacy, knowledge and understanding of the following will serve as recommendations: Bid procedures. PPPFA .PFMA. BEE and LOGIS. Supply chain management.
<u>DUTIES</u>	:	Capture requests for the procurement of goods and services on the LOGIS system. Provide support with the provisioning of goods and services. Maintain stock levels on the Logis system. Provide administrative support with regard to the resolution of audit queries.
<u>ENQUIRIES</u>	:	Ms. K Chwano Tel No: (012) 310 5941
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele

<u>POST 32/163</u>	:	<u>ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2022/319</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/ Grade 12 or equivalent with relevant experience in administration of job cards. knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act ,Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Register and file new job cards, make follow up on outstanding job cards, monitor the updating of information on job cards, circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders, maintain statistical information, support effective and efficient administration of workshops, ensure continuous adherence to OHSA policies.
<u>ENQUIRIES</u>	:	Mr. I More at 072 321 7104
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele
<u>POST 32/164</u>	:	<u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2022/320</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A National Senior Certificate/Grade 12 or Equivalent qualification and experience in office environment (A Degree/National Diploma will be an added advantage). Computer literacy. Basic knowledge of treasury regulations and financial management. 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>	:	Render assistance to Works Managers. Liaise with Chief Works Managers and clients (external and internal). Ensure coordination and record complaints. Administer and capture payments on the system. Administer the reports and related forms. Render general clerical support services.
<u>ENQUIRIES</u>	:	Ms. M Llali Tel No: (018) 386 5379
<u>APPLICATIONS</u>	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	Mr. T Oagile
<u>POST 32/165</u>	:	<u>PROCESS CONTROLLER: WATER PURIFICATION AND WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2022/321 (X2 POSTS)</u>
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Kimberley Regional Office (Kimberley workshop and De Aar Water Purification and Wastewater Treatment Plant)
<u>REQUIREMENTS</u>	:	Grade 10 (or NTC I); plus Operators Certificate in Water/Process control; or NQF level 3 qualification in Water/Process control with the core Unit Standard or Classification as Process Controller by Department of Water Affairs. Relevant experience in the field. 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.
<u>ENQUIRIES</u>	:	Mr. B Maano at 076 904 2090
<u>APPLICATIONS</u>	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

<u>FOR ATTENTION</u>	:	Ms. N Hlongwane
<u>POST 32/166</u>	:	<u>BOILER OPERATOR: WORKSHOP REF NO: 2022/322</u>
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 and an equivalent recognized national steam certificate. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment.
<u>DUTIES</u>	:	Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. .Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, gritt arrester and smoke box.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P Ramoroka at (072) 108 4345
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele
<u>POST 32/167</u>	:	<u>GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2022/323 (X6 POSTS)</u>
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIEREMENTS</u>	:	Grade 10, ABET Level 3 certificate plus appropriate experience as a Groundsman. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HC Mambana Tel No: (012) 342 2033
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele
<u>POST 32/168</u>	:	<u>CLEANER: CLEANING SERVICES REF NO: 2022/324 (X12 POSTS)</u>
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 or Standard 8, ABET Level 3 or equivalent and appropriate experience in cleaning environment. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage cleaning materials and equipment will be an added advantage.
<u>DUTIES</u>	:	Cleaning offices, reception area, toilets and basins and wall tiles, empty dustbins and wash floors. Sweeping passages, floors and pavements. Scrubbing, mopping and polishing floors. Dusting and polishing furniture. Cleaning windows, doors, and walls, vacuum offices and stripping floors.
<u>ENQUIRIES</u>	:	Ms. M Lamani Tel No: (012) 310 5948

APPLICATIONS

: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION

: Ms. M Masubelele

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

APPLICATIONS

- : can a be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or e-mailed to either dgreruitment@thedtic.gov.za or ddgreruitment@thedtic.gov.za Applications must be accompanied by a signed form Z83 (as amended November 2020), obtainable from any Public Service Department or on the internet at www.gov.za/documents. The dtic is an equal opportunity affirmative action employer.

CLOSING DATE

- : 12 September 2022

NOTE

- : The Department Of Trade, Industry and Competition (the dtic) seeks applicants for four vacancies for the Positions of Director-General and three positions of Deputy-Director general (DDG). The dtic is at the forefront of government's efforts to drive growth and transformation in the South African economy. The Director-General as the Accounting Officer will join a leadership team, which includes the DDGs, responsible for implementing an integrated approach across the dtic and reporting entities to drive programmes that aim to foster the growth of job-rich manufacturing and services sectors; ensure that the economy works for all South Africans; and transform the public sector into a dynamic, results-focused workplace that delivers for South Africa. These positions are expected to lead and support the dtic's efforts to deliver on six joint strategic objectives: (1) supporting industrialisation, (2) realising the promise of the African Continental Free Trade Agreement and expanding exports (3) growing and facilitating investment, (4) supporting spatial equity through the district development model, (5) driving the green economy, and (6) building a capable state; as laid out in the Department's Annual Performance Plan: http://www.thedtic.gov.za/wp-content/uploads/DTIC_APP_22-23.pdf. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The successful candidate will need to provide proof of completion of the Senior Management Pre-entry certificate programme obtained from National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).NB: The three available DDG posts are for the Heads of the branches of Competition Policy and Economy Planning (CP&EP), Industrial Competitiveness and Growth (CG&G) and Spatial Industrial Development and Economic Transformation (SID&ET). DDGs oversee the strategic management of the Branch and its resources. The position of DDG is an executive management position and will be required to take on additional responsibilities beyond their programme of assignment, including assisting in strategic projects being assigned to lead other branches as needed.

MANAGEMENT ECHELON**POST 32/169**

- : **DIRECTOR-GENERAL: TRADE, INDUSTRY AND COMPETITION REF NO: (ODG - 001)**
(5-year Contract Appointment)
Re-advert: these posts were previously advertised and applicants who previously applied need not re-apply and will still be considered.

SALARY

- : R2 008 212 - R2 262 252 per annum (Level 16), (all-inclusive remuneration package ranges) and is subject to the prescripts.

CENTRE

- : Pretoria

REQUIREMENTS

- : 8 years of relevant experience at senior management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108

of 1996. An appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.

DUTIES : Provide strategic leadership, management and support services to the department in support of the dtic's goals in: Designing and implementing policies, strategies and programmes for the development of manufacturing, green-economy, productive services and related economic sectors, contributing to the direct and indirect creation of decent jobs, value addition and competitiveness, in both domestic and export Markets. Stimulating and facilitating the development of sustainable and competitive enterprises, through the efficient provision of effective and accessible incentive measures that support national priorities. Increasing export capacity and supporting direct investment flows, through targeted strategies, and an effectively managed network of foreign trade and investment offices. Strengthening efforts to develop an equitable global trading system that facilitates development by strengthening trade and investment links with key economies and fostering African development, including regional and continental integration and development co-operation. Developing and implementing coherent, predictable and transparent regulatory solutions that facilitate easy access to redress and efficient regulation for economic participants; and building an ethical and agile state able to effectively carry out public policies. Driving economic transformation and increased participation in industrialisation. Supporting foreign direct investment flows and promoting domestic investment by providing a one-stop shop for investment promotion, investor facilitation and aftercare support for investors. Developing and rolling out policy interventions that promote competition issues, through effective economic planning, spatial implementation and aligned investment and development policy tools.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1310

POST 32/170 : **DEPUTY DIRECTOR - GENERAL: COMPETITION POLICY AND ECONOMIC PLANNING REF NO: (CP&EP-001)**
Re-advert: these posts were previously advertised and applicants who previously applied need not re-apply and will still be considered.

SALARY : R1 544 415 - R1 739 784 per annum (Level 15), (The all-inclusive remuneration package)

CENTRE : Pretoria
REQUIREMENTS : 8-10 years relevant Senior / Executive Management experience in the private sector or government; An undergraduate and post graduate (NQF 8) qualification in Economics / Finance / Business Admin / Public Management or related field. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.

DUTIES : Key Performance Areas: The Deputy Director-General: Competition Policy and Economy Planning (CP&EP) will oversee the coordination of Government's competition policy. Under the direction of the Minister, the branch guides the direction of competition policy, enables the positive public interest impact of mergers and acquisitions, follow-ups on market enquiries on the structure of concentrated sectors, and provides oversight to the work of the Competition Commission and Competition Tribunal. The branch is also charged with matters relating to the social economy and broad-based empowerment.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1310

<u>POST 32/171</u>	:	<u>DEPUTY DIRECTOR - GENERAL: THE INDUSTRIAL COMPETITIVENESS AND GROWTH REF NO: (IC&G - 001)</u> Re-advert: these posts were previously advertised and applicants who previously applied need not re-apply and will still be considered.
<u>SALARY</u>	:	R1 544 415 - R1 739 784 per annum (Level 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	8-10 years relevant Senior / Executive Management experience in the private sector or government; An undergraduate and post graduate (NQF 8) qualification in Economics / Finance / Business Admin / Public Management or related field. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.
<u>DUTIES</u>	:	Key Performance Areas: Deputy Director - General: The Industrial Competitiveness and Growth will oversee the Department's support to strategic sectors of the economy. This includes desks dedicated to: Aerospace and Defence; Automotives; Agro-processing and Resource Based Industries; Eletrotechnical Industries and White Goods; Chemicals, Cosmetics, Plastics and Pharmaceuticals; Green Industries and Energy Efficiency; Metal Fabrication; Capital and Rail Transport Equipment; Primary Minerals Processing and Construction as well as Textiles, Clothing, Leather and Footwear. The branch plays a key role in delivering on sector Master Plans, drives job creation through the strengthening of value-added sectors, and helps build economic competitiveness in domestic and export markets. The branch is also charged with providing strategic leadership in the development of industrial policy, overseeing the designation of products for local procurement and coordinating technical institutions, including the SABS, NRCS, SANAS and NMISA.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1310
<u>POST 32/172</u>	:	<u>DEPUTY DIRECTOR - GENERAL: SPATIAL INDUSTRIAL DEVELOPMENT AND ECONOMIC TRANSFORMATION REF NO: (SID&ET-001)</u> Re-advert: these posts were previously advertised and applicants who previously applied need not re-apply and will still be considered.
<u>SALARY</u>	:	R1 544 415 - R1 739 784 per annum (Level 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	8-10 years relevant Senior / Executive Management experience in the private sector or government; An undergraduate and post graduate (NQF 8) qualification in Economics / Finance / Business Admin / Public Management or related field. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.
<u>DUTIES</u>	:	Key Performance Areas: Deputy Director - General: Spatial Industrial Development and Economic Transformation (SID&ET) will oversee the Department's spatial policy interventions and leads on key transformation initiatives. The branch is charged with providing strategic support to South Africa's network of Special Economic Zones and Industrial Parks, supporting the development of Black Industrialists, and driving the implementation of Broad-Based Black Economic Empowerment policies. The branch is also charged with contributing to national policy coordination efforts through the District Development Model, and with providing oversight to the B-BBEE Commission.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1310

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
<u>FOR ATTENTION</u>	:	Mesdames. M Parkies/ K Majafe
<u>CLOSING DATE</u>	:	16 September 2022 at 16:00
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: 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 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 a performance agreement, and an employment contract. Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified.

MANAGEMENT ECHELON

<u>POST 32/173</u>	:	<u>DIRECTOR: PROTECTED AREAS REF NO: DESTEA 05/08/22</u>
<u>SALARY</u>	:	R1 073 183 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 in Nature Conservation or Wildlife Management or Environmental Science / Management. Extensive experience in Biodiversity

<u>DUTIES</u>	:	Conservation environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy. A valid driver's license.
	:	Manage the departmental protected areas through sustainable and ecological sound principles. Support the establishment, development and management of conservation areas (Protected Areas, Biospheres, Wetlands and sensitive areas). Develop and implement infrastructure plan for resorts and protected areas. Manage and support Departmental Resorts. Contribute to the Departmental Strategic Plan and ensure implementation of the Annual Performance Plan in line with the priorities set out in the Free State Growth and Development Strategy. Management of resources of the Directorate, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ Tel No: (051) 400 4914/4923

OTHER POSTS

<u>POST 32/174</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND CONDITIONS OF SERVICE REF NO: DESTEA 06/08/21</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (an all-inclusive salary package). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Human Resource Management/ Public Management or equivalent qualifications. At least 5 years' experience in Human Resource Management. Understanding and knowledge of PERSAL System. Knowledge of relevant legislations regulating human resource management in the Public Sector. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Develop, implement and maintain Human Resource Provisioning (Recruitment and Selection) policies and strategies. Manage effective recruitment, selection, transfers, promotions, terminations and staff establishment. Administer leave, housing injury on duty, resettlement and PERSAL. Provide supportive services, including HR Registry and Messenger services in the department. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms. MP Tlale Tel No: 051 400 9430
<u>POST 32/175</u>	:	<u>DEPUTY DIRECTOR: DEVELOPMENT SUPPORT AND COORDINATION OF FUNDING REF NO: DESTEA 07/08/22</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (an all-inclusive salary package). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate NQF level 7 in Economics/ Business Economics or equivalent qualifications. Relevant experience in economics development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Manage coordination and facilitate the implementation of inward and outward mission. Ensure implementation of the Trade Agreements within the Province and Foreign Countries. Support Enterprises with Financial linkages with National Departments, Provinces, Local Governments and Development Finance Institutions and facilitate access to investment incentives. Develop strategic partnership to ensure access to synthetic funding (grants, loans, and other non-financial support) and Coordinate funding. Facilitate access by Industrialist to the DTI incentives and other Government Agencies. Develop relevant policies. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms P Nggeza Tel No: 051 400 9619
<u>POST 32/176</u>	:	<u>ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: DESTEA 08/08/21</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	An undergraduate NQF level 7 qualification in Project Management or Public Management or equivalent qualifications. Extensive experience within EPWP or similar environment. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Facilitate planning and coordination of the Provincial Environment & Culture Sector Committee. Consolidate inputs received from provincial environmental and cultural sector departments and compile progress reports, analyze content and makes recommendations. Assist with the development of a Sector Plan and its implementation. Review the Provincial Environment & Culture Sector EPWP targets, inform sector departments of the targets set and provide inputs in establishing improved methods to achieve the set targets. Conduct site visit(s) to verify validity of the project(s), compliance and compile relevant report(s). Ensure provision of sector training and capacity building to sector members and other relevant stakeholders. Attend all relevant Environment & Culture Sector EPWP forums and meetings locally, provincially and nationally. Coordinate the recruitment of EPWP participants. Manage the resources of the Division, i.e. human, asset and financial resources. NB: The successful candidate will be expected to work long hours and travel extensively.
<u>ENQUIRIES</u>	:	Ms. K Ntsala Tel No: (051) 400 4906
<u>POST 32/177</u>	:	<u>ASSISTANT DIRECTOR: AGRO-PROCESSING REF NO: DESTEA 09/08/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 or NQF level 7 in Economics/ Business Economics or equivalent qualifications. Relevant experience within Agro-processing or similar environment. Knowledge of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of Agro-processing development initiatives/ project plans. Support appropriate environment for Agro-processing development. Provide inputs in the development of departmental Agro-processing policies. Engage in the build-upwards and downwards-stream in Agro-processing value chains. Manage the resources of the division, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms A Phitsane, Tel No: (051) 400 4732
<u>POST 32/178</u>	:	<u>ASSISTANT DIRECTOR: MANUFACTURING REF NO: DESTEA 10/08/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 or Bachelor's Degree (NQF level 7) Economics/ Business Economics or equivalent qualifications. Relevant experience within Economic Development or similar environment. Knowledge of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Develop the database on manufacturing activities that includes, conduct the basic research, conduct the need analyses of Small-Scale manufacturing activities and identify the manufacturing activities within the Province. Identify the development/intervention required within the manufacturing sector. Facilitate the implementation of projects/programs within the value chain by Develop the Stakeholder database, Coordinate the stakeholder forums and Monitor and evaluate of the identified projects/programs. Manage the resources of the division, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms A Phitsane Tel No: (051) 400 4732
<u>POST 32/179</u>	:	<u>FRAUD AND ANTI-CORRUPTION INVESTIGATOR REF NO: DESTEA 11/08/21</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 in Criminology/ police or equivalent qualification or Grade 12 with 5 years' experience within security or investigation field. Knowledge of fraud and anti-corruption related policies/ strategies and guidelines. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Provide inputs in the development and implement of Fraud and Corruption Prevention Strategy/Plan in the Department which include; review and evaluate anti-corruption capacity measures within the department and conduct

information sessions on Fraud and Anti-corruption strategy/plan. Investigate all corruption, fraud and theft cases reported as well as irregularities, fruitless and wasteful expenditure that has occurred and advise the Supervisor of the way forward. Compile investigation reports on fraud, corruption and theft related cases for further handling by the Supervisor or the Head of component, for internal disciplinary hearings and for criminal or civil proceedings. Advise the department on the fraud and corruption outcomes related to the financial disclosures and the way forward thereof. Any element of fraud, corruption or manipulation related to integrity of the systems and internal process identified be brought to the attention of the supervisor or Head of component to consider investigation.

<u>ENQUIRIES</u>	:	Mr. TA. Kotsi Tel No: 051 400 4766
<u>POST 32/180</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: DESTEA12/08/21 (X2 POSTS)</u>
<u>SALARY</u>	:	R276 831 per annum, (OSD), Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 qualification in Natural/ Physical Science/ Environmental Science/Management or equivalent qualification. Good communication and report writing skills are essential. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Handle EIA application(s). Provide technical and procedural advice to stakeholders and applicants. Attend Environmental Management Committee (EMC) meetings as required for project presentations and technical advice. Develop environmental advice notes to relevant stakeholders as and when required. Conduct site inspections, draft and recommend environmental authorization for submission and decision-making by the relevant delegated authority, etc. Provide technical / procedural advice which would include; gather/ compile/ disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.
<u>ENQUIRIES</u>	:	Ms. G Mkhosana Tel No: (051) 400 4812
<u>POST 32/181</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE REF NO: DESTEA 13/08/22 (X2 POSTS)</u>
<u>SALARY</u>	:	R276 831 per annum, (OSD), Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 in Natural/ Physical Science/ Environmental Science/Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Provide support to sectors, provincial departments and local government on implementation of climate change related programmes. Conduct research on climate change issues and contribute to development of plans, reports and policy. Co-ordinate and facilitate stakeholder consultations. Facilitate and promote utilization of renewable energy in the province. Assess municipal and sector department plans to ensure incorporation of climate change response programmes. Report on climate change related programmes that undertaken by DESTEA and other stakeholders.
<u>ENQUIRIES</u>	:	Ms. M Mokalobe Tel No: (051) 400 9588
<u>POST 32/182</u>	:	<u>INFORMATION SECURITY OFFICER REF NO: DESTEA 14/08/21</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 in Security Management/ Information Management or equivalent qualifications or Grade 12 with 3 years' experience within security related field. Knowledge of Security Strategies/guidelines, vetting legislation/ frameworks/ guidelines, Minimum Information Security Standards (MISS) and Protection of Information Act (POPIA). Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Provide advice on issues relating to information security and vetting. Assist in

		implementation and compliance on information security framework, legislation and good practice on vetting of officials. Assist in ensuring that departmental information is classified according to relevant categories. Protect sensitive information according to organization standards and relevant legislations and framework. Conduct vetting of prospective employees and employees within the department and liaise with State Security Agency (SSA).
<u>ENQUIRIES</u>	:	Mr. TA. Kotsi Tel No: 051 400 4766
<u>POST 32/183</u>	:	<u>SECURITY ADMINISTRATION OFFICER REF NO: DESTEA 15/08/21</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 in Security Management/ Police with Grade C PSIRA Certificate or equivalent qualifications or Grade 12 with 3 years' experience within security related field. Experience in the relevant security related environment. Knowledge of Security Strategies/guidelines, Minimum Information Security Standards (MISS), and Protection of Information Act (POPIA). Computer literacy and a valid driver's license. Recommendations: Knowledge of Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act.
<u>DUTIES</u>	:	To inform the Assistant Director: Security Services/ Deputy Director about the incidents reported and proper recording of the incident in the Incident Occurrence Register and ensure that such incidents are attended to by the Security Team. To monitor access in the Department including Reserves, Resorts and Service Centres, prevent any unauthorized access and report security breaches. Conduct awareness sessions, ensure implementation and fully compliance to the Security Team relating to the Minimum Information Security Standards (MISS). To conduct patrol of the premises, at Head Office, Reserves, Resorts and Service Centres using CCTV. Noting results in the daily occurrence log for further handling with superiors; provide advice in terms of the equipment to be procured for the Control Room function so as to ensure as far as possible the building remains secure and any suspicious activity is dealt with, to ensure that queries in the first instance are referred to the Control room supervisor on shift. Compile reports of all the incidents that occurred, how they were resolved and advice the Assistant Director: Security Services on what measures to be taken to ensure that such is not repeated. Contribute to the development of the Operational Plan of the component specifically on issues relating to control room. Manage the resources of the Sub-directorate (i.e. the personnel and assets). Render administrative function for the division.
<u>ENQUIRIES</u>	:	Mr. TA. Kotsi Tel No: 051 400 4766

OFFICE OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representativity; will receive preference.

<u>APPLICATIONS</u>	:	Posted to Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za
<u>CLOSING DATE</u>	:	09 September 2022 @ 16:00
<u>NOTE</u>	:	Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POSTS

POST 32/184 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 16/2022**

SALARY : R382 245 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : NQF Level 7 in Social Science/ Psychology or related qualification. Registration with South African Council for Social Services Professions (SACSSP) as a Social Worker or Health Professionals Council of South Africa (HPCSA) as a Psychologist. Minimum 3-5 years' experience as a practitioner within Employee Health and Wellness (EHW) environment. Knowledge of policy development and analysis and the Public Service. Knowledge of the Employee Health and Wellness Strategic Framework for the Public Service. Application of Employee Health and Wellness Counselling skills. Project Management, highly evolved verbal and writing skills.

DUTIES : To implement SHERQ Management principles in the workplace in order to create a safe working environment for employees, including: To promote occupational health and safety at the work place; To manage the environment through inspections / information sessions, etc; Conduct risk management through assessments, disaster management, etc; and Compliance with regard to quality management in terms of health and safety standards. To promote Health & Productivity Management through various activities / programmes, including: To promote health education through awareness sessions, workshops, distribution of information, etc; The management of incapacity due to ill health and retirement through information sessions, support and counselling; The management of mental health in the work place through information sessions distribution of information, etc; and The management of non-communicable and communicable diseases through screening / information sessions and the establishment of support groups. To implement programs on HIV & AIDS, STI and TB in the workplace, including: To protect human rights of employees living with HIV & TB (preventing discrimination / human rights violations); To sustain health and wellness of employees in pursuit of a healthy life-style; To accelerate the prevention and reduction of new HIV, TB and STI infections; and To address social and structural factors impacting on HIV, TB and STI's. To promote and facilitate employee wellness through various activities / programs, including: To promote physical Individual wellness through for example physical activity, good nutrition healthy sleep techniques, tobacco management, etc; To promote psycho-social Individual wellness through for example stress management / alcohol and drug abuse programs, etc; To promote organizational wellness through information sessions, etc; and Aim towards sustaining work life balance through various programs and sessions on retirement for example.

ENQUIRIES : Ms. L.V. Nqoko-Rametse Tel No: 051 405 4756

POST 32/185 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 17/2022**

SALARY : R382 245 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Appropriate NQF 7 qualification preferably in the Human Resource Management. Minimum of 6 years' experience in the management of Human Resource Management Policies/Strategies or similar environment. Knowledge of relevant Provincial and National legislation. Knowledge of Public Service Administration. Knowledge of Conditions of service benefits. Computer, Communication and Interpersonal Relations skills.

DUTIES : Ensure successful implementation of policies on Conditions of Service Benefits and Human Resource Provisioning, including: Ensure compliance with regard to: Quality assurance of all documents, by ensuring compliance with regard to: Legislation, Public Service Regulations, Directives and Collective Agreements, and Norms and standards; Provide support in the development and maintenance of HR policies; Implement updated national policies and regulations; Embark on information sessions to alert and inform employees on amendments/changes on policies; Ensure compliance by making use of templates that are provided as implementation tool from DPSA. Ensure correct implementation of human resource matters, including: Oversee the implementation, monitoring and continuous review of appropriate HR policies

and procedures; Advice employees on service benefits; Advice the Office of the Premier on the process of human resources in line with relevant prescripts; Inform and guide the Office of the Premier on human resource matters in line with legislation, policies and prescripts; Guide newly appointed SMS and MMS members on the structuring and implementation of their packages; Structure the SMS/MMS packages on the system before implementation. Prepare and consolidate reports on personnel administration issues, including: Report on the following: Conditions of service benefits: Leave; Housing; Medical; Injury on Duty; Terminations; Long Service Recognition; Overtime; Re-allocation; Pension; Allowance; etc), Human Resource Provisioning (Advertisements; Selection; Recruitment; Appointments), Establishment Management: ensure compliance with the legislative and regulatory framework of the Public Service, Develop and manage relevant human resource reports and databases to enable effective management decision making. Authorise transactions on PERSAL according to delegations, including: Approve transactions on the PERSAL system; Disapprove incorrect transactions on the PERSAL system and advise the implementer on the correct capturing of transactions; Monitor the outcome of implemented/approved and authorized transaction; File log sheets correctly in personal files. Act as PERSAL personnel controller, including: Manage HR information system; Reset PERSAL users on PERSAL system when revoked; Printing PERSAL reports; Attend provincial PERSAL meetings; Schedule training for PERSAL users; Monitor the access to PERSAL functions for PERSAL users; Manage the oversight on PERSAL system. To manage resources to ensure that the objectives of the component are achieved, including: Management of staff within the component; Provide support and advice to line managers and ensure compliance to HR legislation and policies; The development and updating of Job Descriptions; Monitoring and facilitating employee performance management of staff; Management and monitoring of records management; Facilitation of training interventions; Give direction, guidance and advice to staff within the component.

ENQUIRIES

:

Ms. L.V. Nqoko-Rametse Tel No: 051 405 4756

POST 32/186

:

PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 18/2022

SALARY

:

R261 372 per annum (Level 07), A basic salary

CENTRE

:

Bloemfontein

REQUIREMENTS

:

Appropriate NQF 6 qualification preferably in the Human Resource Management. Minimum 3-5 years' experience in HR Practices. Knowledge of relevant legislation. Knowledge of Human Resource matters. Computer literacy. Communication, Planning and Organising skills.

DUTIES

:

Render a recruitment advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment, including: Analyse Recruitment and selection documents by ensuring compliance with regard to: Législation: Public Service Régulations; and Directives and Collective Agreement. Provide advice to management and staff on recruitment and selection matters: e.g: Advice on draft adverts for consideration to be approved for advertisement in consultation with the relevant SMS member. Advise on long lists of all recruitment applications; Advise on practices for shortlisting; Advise Interview Panels in relation with recruitment processes and practices for posts graded as allocated.; Advise on the outcome of interview processes for posts graded as allocated; Advise provincial departments on a consistent approach within recruitment; Investigate recruitment related problems and advice management thereon. Promote effective and efficient human resource recruitment by researching, analysing, developing, monitoring and reviewing departmental policies, strategies, guidelines and circulars to contribute to the consistent and effective application of human resource practices within the department/province, including: Assist with the drafting of provincial policies, stratégies, guidelines, procédures and provincial circulars with regard to Recruitment and sélection; Implémente update policies, régulations, stratégies, guidelines, procédures and circulars; Liaise with the Department of Public Service and Administration in respect to recruitment practices and policies; Compile draft adverts for consideration to be approved for advertisement in consultation with the relevant SMS member; Obtain approval for the départemental advertisement of vacancies; Arrange for placement of départemental vacancies: Compile long

lists of all recruitment applications; Provide secretariate/support services to selection panel during selection processes; Facilitate/ Coordinate or render verification services on recommended candidates; Draft appointment submission and letters on the outcome of interview processes for posts graded as allocated.; Handling all recruitment related enquiries in the department. Provide Human Resource Information and Knowledge Management Services to the Department, including: Maintain an up to date data basis of Recruitment information; Gather and analyse information related to best Recruitment and selection practices; Identify needs for clarification within the Recruitment process; Promote correct Recruitment practices within the Office of the Premier; and Provide reports on Recruitment matters to the Département.

ENQUIRIES

: Ms. L.V. Nqoko-Rametse Tel No: 051 405 4756

DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



APPLICATIONS

: Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein.

FOR ATTENTION

: Ms. L D Motloutg, Fidel Castro Building Tel No: (051) 405 4274

CLOSING DATE

: 09 September 2022

NOTE

: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae only (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The department, post name and reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government, which can be accessed via the following link: <https://www.thensg.gov.za> . Candidates for SMS posts (Level 13 and higher posts) will also be subjected to a competency assessment and a practical test that intends to test relevant technical elements of the job. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON

<u>POST 32/187</u>	:	<u>DIRECTOR: FISCAL POLICY REF NO: FSPT: 024/22</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A degree or equivalent qualification (NQF level 7) in Accounting/ /Economics or equivalent qualification with Accounting//Economics as a passed major subject. A minimum of five (5) years' experience in a budget/fiscal policy/public finance/economic research environment. Five (5) years' experience at MMS level. Knowledge of The Constitution of the RSA, Intergovernmental Fiscal Relations Act, Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Medium Term Expenditure Framework (MTEF) Budget process, Treasury Regulations and Treasury guidelines. Must possess the following skills: Written and verbal communication-, policy development, budgeting-, strategic capability, reporting-, presentation-, conflict management, problem solving, leadership, managerial-, project management, financial management, analytical- and persuasive skills and ability to effectively interact with clients.
<u>DUTIES</u>	:	Provide advice on the Medium Term Fiscal Policy Framework. Oversee the analysis of the provincial equitable share and conditional grants. Enhance and optimize provincial revenue streams. Manage the revenue trends and revenue reports compiled/produced by Deputy Directors within the Directorate. Oversee the effective administration of own revenue resources. Enable the implementation of an appropriate borrowing policy framework. Set parameters for the development of an overall financing envelope for the Province. Ensure the issuing of best practice/instruction notes to the Provincial Departments. Provide technical assistance and build capacity in the Provincial Departments and Public Entities. Manage the resources of the Directorate. Manage and mitigate risks within the Directorate.
<u>ENQUIRIES</u>	:	Mr. P E Lebone at 082 803 4075 (office hours only)
<u>POST 32/188</u>	:	<u>DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: FSPT: 025/22</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (an all-inclusive salary package), (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A relevant degree or equivalent qualification in Finance, Economics, Commerce or a Built environment. A minimum of six (6) years relevant middle management experience in Finance, Economics, Commerce or Built environment. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Public Service policies and procedures, Working knowledge of the functioning of National/Provincial as well as Local Government. Knowledge of project management, Treasury Regulations, Public Service Act & Regulations, Understanding of local government legislation, financial ratios and their interpretation. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Oversee and support Provincial & Municipal infrastructure performance management. Support and monitor financial management of Provincial and Municipal Infrastructure. Support and monitor Provincial and Municipal Infrastructure Planning Portfolio Management. Support and monitor Provincial and Municipal Projects/Programmes. Support and monitor operations, services and maintenance of infrastructure. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. P E Lebone at 082 803 4075 (office hours only)

OTHER POSTS

<u>POST 32/189</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING & REPORTING REF NO: FSPT: 026/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	A B. Com degree in Accounting or equivalent qualification (NQF level 7) with Accounting 3 as a passed major subject. A minimum of three (3) years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations and Treasury Regulations, financial systems and applicable Instruction Notes. Computer literacy. Good verbal and written communication skills.
<u>DUTIES</u>	:	Prepare inputs for the Consolidated Financial Statements of the Province to ensure accurate reporting. Monitor and perform assessments of the submission of mandatory financial accounting information within the Province. Promote the compilation of annual financial statements to ensure credible accounting information. Assess the progress made by Departments and entities on resolutions emanating from the Provincial Public Accounts Committee (PROPAC). Manage resources to ensure the smooth running of the Division.
<u>ENQUIRIES</u>	:	Ms. M E Modupi Tel No: (051) 405 4708
<u>POST 32/190</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT: 027/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09), (A basic salary)
	:	Bloemfontein
	:	A B. Com degree in Accounting or equivalent qualification with Accounting 3 as a major subject. A minimum of three (3) years' experience in local government finance and administration. Knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation. Computer literate. Good report writing-, analytical-, communication-, presentation-, and conflict management- and project management skills. A valid driver's license.
<u>DUTIES</u>	:	Promote adherence to GRAP standards and timeous submission of credible annual financial statements. Support the monitoring and compliance with the financial accounting reporting requirements. Support municipalities to improve audit outcomes for all delegated municipalities. Provide technical support on financial management and accounting.
<u>ENQUIRIES</u>	:	Mr. L. Moduane at 083 389 1778 (office hours only)
<u>POST 32/191</u>	:	<u>RECORDS AND FACILITY MANAGEMENT ADMINISTRATOR REF NO: FSPT: 028/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08), (A basic salary)
	:	Bloemfontein
	:	A Diploma/Degree in Public Management or equivalent qualification. A minimum of three (3) years relevant experience within the Public Sector or related environment. Knowledge of the National Archives and Records Services Act, Access to Information Act, Public Service Regulations, White Paper on Human Resources, Public Finance Management Act, Municipal Finance Management Act and Treasury Regulations. Must possess the following skills: Interpersonal-, computer-, project management-, typing-, presentation-, analytical thinking-, verbal and written communication-, conflict management- and problem solving skills. Basic knowledge of how information systems are designed and how information on such systems is processed.
<u>DUTIES</u>	:	Develop, implement and monitor a records and facility management policy for the Department. Develop, implement and monitor a well-structured records classification and records keeping system (i.e. paper based records, micrographic projects, electronic records, etc.). Manage and monitor the Messenger services. Manage and monitor the Cleaners and Groundsman. Handle Promotion of Access to Information Act (PAIA) requests. Manage the resources of the Component.
<u>ENQUIRIES</u>	:	Ms. F Sithole Tel No: (051) 405 4137

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following X1 post was advertised in Public Service Vacancy Circular 27 dated 22 July 2022, (1) Assistant Manager Night Supervisor: Nursing Department (**for Jubilee District Hospital**) with Ref No: JUB 19/2022, The requirements have been amended as follows: A minimum of a 8 years appropriate /recognisable experience in nursing after registration as a professional nurse with the SANC in General Nursing proof of registration with the SANC as a professional nurse. The closing date has been extended to 09 September 2022. Note: All those candidates who have applied are encouraged to re-apply.

OTHER POSTS

<u>POST 32/192</u>	:	<u>CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: EHD2022/09/04</u> Directorate: Oral Health Services Re- Advertisement: This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	Grade 1: R1 382 802 – R1 489 665 per annum, (all-inclusive remunerative package)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	BDS/BChD Degree or equivalent. Registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. Proof of Current registration with the HPCSA. A minimum of 4 years appropriate experience as Dentist after registration with the HPCSA. Managerial Experience and or a relevant Diploma or degree will be an advantage. Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Excellent Communication skill (written and Verbal), Applicant must be in a possession of a valid South African Driver's license. Sound Knowledge and experience of Oral Health Services Legislations and related Legal and Ethical Practices. Sound knowledge of Finance: PFMA and Public Service Act and Regulations. Good interpersonal Relation, IT, Financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Ability to work with Oral Health Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic Services. Willingness to manage, train and supervise Oral Health Staff within the District.
<u>DUTIES</u>	:	To manage and supervise the Ekurhuleni Oral Health Services (Dentists, Allied Oral Health Practitioners, and all other Staff within the Unit). To manage the Commuted Overtime for Dentist in Ekurhuleni Oral Services. To coordinate Oral Health Services by managing the formulation, Implementation and Monitoring of Policies, Protocols and Regulations. To manage Effectively, Efficiency and Economically the Finance of Ekurhuleni Oral Health Services according to the PFMA. To promote and conduct Research. To manage complaints within the Unit and advice the District Management accordingly. To be involved in recruitment and placement of Staff within Ekurhuleni Health District. To provide access to skills development and capacity building opportunities. To work collaboratively in solving problems and generate solutions to common problems within the Department that may be impacting on the performance of the incumbent.
<u>ENQUIRIES</u>	:	Dr EM Tipoy Tel No: 011 876 1777; Tel No: 011 876 1802 & Mobile: 076 120 0148
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on

application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 09 September 2022

POST 32/193

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/ 014788**
Directorate: Quality Assurance

SALARY

: R963 723 – R1 084 695 per annum, (all package inclusive)

CENTRE

: Dr. George Mukhari Academic Hospital

REQUIREMENTS

: Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and or Nursing Administration/ Nursing Management obtained from a recognized and registered tertiary institution. Registration with the South African Nursing Council for the current year. Computer literacy (MS Word, MS Excel). A valid driver's license is essential. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above should be appropriate/recognizable experience in Quality Assurance at management level (service certificate must be attached). Knowledge of Health legislation framework, Regulated norms and standards, National Guidelines for Patient Safety Incidents, National Guidelines for Patient's Experience of Care, National Policy for customer complaints, compliments and suggestions. In-depth training on customer care and complaints management. Excellent communication (verbal and written) and interpersonal skills. Exceptional analytical and interpretation skills. Have investigative skills and be able to redress. Project Management and Financial Management skills. Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level of ethical conduct and integrity. Ability to think strategically. Must have numeracy and analyze skills. A postgraduate qualification in risk management will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Overall provision of Annual Performance Plan (APP) indicators for the hospital. Provide expert guidance and support for the implementation of Quality Assurance Programs. Facilitate and provide technical support to Hospital Management on the implementation of Regulated Norms and Standards (RNS). Coordinate and analyze Morbidity and Mortality (M&M) reports of the hospital and make recommendations. Training of internal stakeholders into QA related guidelines and ensure that prescribed policies and guidelines are adhered to. Develop QA related Operational Plan and have a strong relation with Provincial QA Office. Improve effectiveness of system operations through monitoring and reporting on patient waiting times. Monitor, evaluate, record and report on customer satisfaction by planning and conducting annual surveys on Patient Experience of Care (PEC) that comply with prescripts. Facilitate the implementation of Daily Patient Opinion surveys (DPOs) in clinical areas. Participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Analyze trends from reports and develop plans of quality improvement. Monitor and coordinate all quality assurance programs in the Functional Business Unit. Utilization of human resources efficiently, effectively and economically. Create and maintain a working inter-professional and multi-disciplinary relationship with internal and external stakeholders. Coordinate the reporting, recording and investigation of Patient Safety Incidents (PSI) in the hospital. Monitor, investigate, record and report on complaints management. Ensure that institutional policies, Standard Operating Procedures and guidelines are established and implemented in line with Legislative and Policy prescripts. Utilize information technology and other information management

	systems to enhance service delivery. Improve the auditing of patients records and have audit teams in place. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Facilitate and conduct Ideal Hospital Realization Maintenance Framework (IHRM-F) assessment in line with existing and approved legal prescripts. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment). Perform a liaison role between the hospital and the Office of Health Standard Compliance (OHSC).
<u>ENQUIRIES</u>	: Dr. LK Ndhlovu Tel No: 012 529 3433
<u>APPLICATIONS</u>	: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	: Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Closing time will be 12h00 on the closing date. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted.
<u>CLOSING DATE</u>	: 09 September 2022
<u>POST 32/194</u>	: <u>DEPUTY MANAGER NURSING LEVEL 1 & 2 (SSDR) REF NO: EHD2022/09/01</u> Directorate: Primary Health Care
<u>SALARY</u>	: R856 272 - R963 723 per annum, (all-inclusive remunerative package)
<u>CENTRE</u>	: Ekurhuleni Health District
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e., an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse. Minimum of 9 years appropriate/recognizable experience after registration as Professional nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate / recognizable experience at Management level. Computer literacy and Driver's license is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, leadership skills, planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.
<u>DUTIES</u>	: Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures regarding complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (EMM & Partners). Participate with members of the

	health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic objectives. Manage and control material resources and assets.
<u>ENQUIRIES</u>	: Ms E. Mashego Tel No: (011) 876 - 1815
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	: 09 September 2022
<u>POST 32/195</u>	: <u>DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: REF/014792 (X1 POST)</u> Directorate: Human Resource Management
<u>SALARY</u>	: R744 255 – R876 705 per annum, plus benefits
<u>CENTRE</u>	: Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	: Matric Certificate with Tertiary qualification degree/diploma in Human Resource Management/ Public Relations and Public Management with 10 years' relevant experience in Human Resource Management sphere 3 years must be at Assistant Director Level preferably in the public health sector. Ability to provide a leadership on HR practices and administration. Ability to develop, monitor and evaluate skills development legislation. HR policies and procedures, ability to interpret and analyses HR data. Knowledge of developing, analyzing, interpreting, reports and presenting them to management. Demonstrate knowledge of managing PERSAL system and interpreting report. Ability to manage staff, work independently, adhere to strict deadlines. Knowledge of the public services ACT, the Public Finance Management Act, Treasury Relations Act, Employment resolutions, public Services Regulations and prescripts. Report writing skills, computer literacy, presentation skills. Must have a valid driver's license.
<u>DUTIES</u>	: Responsible for the implementation of HR policies, plan and strategize. Develop internal controls and standard operation procedures and strategies and ensure alignment of the organizational structure plan of the department. Manage Human Resource information and knowledge. Monitor department. Monitor and evaluate the implementation of Human Resource Strategies. Render efficient Human Resource administration services. Manage appointment, transfers and termination on PERSAL. Manage Human Resource personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality on information captured on PERSAL and other HRM database. Authorize the quality on information captured on PERSAL and other HRM database. Authorize transactions and verify source document.

Maintenance of post establishment on HRM database. Manage HR Labour Relations matters. Attend to Audit queries, HR risk management and compile reports for implementations of the recommendations of thereof. Continually improve service delivery and measure performance. Develop and pursue a systematic approach to employee development based upon an institutional skills gap analysis and PMDS system findings. Devise appropriate monitoring mechanism to ensure that all resources developed yields the desired result with regards to HRD and planning activities. Attend to National Regulated Standards, monitor and report on proper implementation of the National Regulated Standards requirements related to Human Resources. Ensure compliance and maintenance of quality standards required by the institution. Advice Thelle Mogoerane Regional Hospital management of HR practice, procedures, guidelines and policies etc. Be part of the Executive management and participate in the development of strategic and operation plans for the district. Prepare reports for Provincial Office and represent the Thelle Mogoerane Regional Hospital in the different forums. Manage and coordinate Human Resource Development Programme. Manage training and development budget and developmental skills development committee. Manage, monitor and coordinate the workplace skills and reports. Manage the performance Management and Development system and employee wellness functions. Implement the Employment Equity in the department.

**ENQUIRIES
APPLICATIONS**

: Dr. M.M. Malaka Tel No: 011 891 7318
: should be Hand delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 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 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 in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. 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) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act.

CLOSING DATE

: 16 September 2022

POST 32/196

: **ASSISTANT MANAGER NURSING SPECIALTY PN-B4 (OPERATING THEATRE NURSING SCIENCE) REF NO: AMN/2022 (X1 POST)**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R624 216 - R702 549 per annum, plus benefits
: Thelle Mogoerane Regional Hospital
: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse, plus a post- basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice NoR212 in the relevant speciality. A minimum of 10

years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of period referred to above must be recognisable experience after obtaining the 1 year post- basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate /recognisable experience at management level. Candidate must have a Matric Certificate and diploma/degree in Nursing Administration/Management. A degree/diploma in Nursing Education will be an added advantage. The candidate must be able to work under pressure and lead a team, resolve conflict, maintain quality patient care within the legal and ethical framework that governs the profession. The candidate must have good communication and professional skills and must be able to maintain respect of patients, staff, and relatives. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/ legal framework. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure that PMDS evaluations are done and submitted to human resource department on time.

ENQUIRIES : Mr. T. O. Rammutla Tel No: 011 891 7299
APPLICATIONS : Applications should be HAND delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 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 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 in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. 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) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act.

CLOSING DATE : 16 September 2022

POST 32/197 : **ASSISTANT MANAGER NURSING – GENERAL PN-A7 REF NO: AMN-GEN/2022 (X2 POSTS)**
 Directorate: Nursing

SALARY : R571 242 per annum, plus benefits

<u>CENTRE REQUIREMENTS</u>	: Thelle Mogoerane Regional Hospital
	: Basic R425 qualification accredited with the SANC in terms of Government Notice R425 (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as professional nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. The candidate must have good communication and professional skills and must be able to maintain respect of patients, staff, and relatives. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Grievance Procedure. Should a need arise manager are expected to cover night duty.
<u>DUTIE</u>	: Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/ legal framework. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure that PMDS evaluations are done and submitted to human resource department on time.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. T. O. Rammutla Tel No: 011 891 7299
	: Applications should be HAND delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the 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 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 in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. 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) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act.
<u>CLOSING DATE</u>	: 16 September 2022
<u>POST 32/198</u>	: <u>CLINICAL TRAINING COORDINATOR GRADE 1 ONLY REF NO: EHD2022/09/02</u> Directorate: HRD: Professional Development
<u>SALARY CENTRE REQUIREMENTS</u>	: R450 939 per annum, (plus benefits)
	: Ekurhuleni Health District (District & NSDR)
	: Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification, i.e, 4 Years Diploma/ Degree in Nursing. A minimum of 7 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be an

	added advantage. A valid driver's license is essential. Proof of Computer literacy. Proof of current registration with SANC. Evidence of attending Short Courses e.g. HIV, TB, STI, IMCI, Covid19 Vaccination, EMTCT, APC, EPI, C &FP, NIMART, ACC, BLS, and Mental Health etc. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Knowledge of Curriculum design. Proficient in Microsoft office in particularly Excel, word, and power point. Ability to work independently and with all stakeholders.
<u>DUTIES</u>	: Plan, organize, coordinate, and monitor Clinical Trainings. Ensure clinical practice by the clinicians is done in accordance with the guidelines. Develop and update training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories. Coordinate and train clinical support programmes Courses e.g. PMTCT, ADL etc. Facilitation of training Courses across the District. Coordinate Professional Development training as per Central Office training schedule. Participate in the development of District Training Operational Plan Participate in the development of District Training Plan (GPG &COE) with support of DSP's and RTC. Coordinate Formal education (Full time and Part Time) with Tertiary Institutions (NEI's). Submit plans and quality training reports according to set dates. Attend stakeholder's meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and monitor the implementation of continuous professional development (CPD) according to provincial CPD framework and SANC. Coordinate Clinical Students work integrated learning. Perform all other duties that are delegated by the supervisor/manager.
<u>ENQUIRIES</u>	: Mr F Mudau Tel No: (011) 876 1733
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	: 09 September 2022
<u>POST 32/199</u>	: <u>OPERATIONAL MANAGER NURSING (GENERAL) – PNA-6 REF NO: OMN/2022 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	: R450 939 – R507 531 per annum, plus benefits
<u>CENTRE</u>	: Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	: 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 South African Nursing Council (SANC) as a Professional Nurse. The candidate must have good communication and professional skills and must be able to maintain respect of patients, staff, and relatives. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.

<u>DUTIES</u>	:	Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures, and regulations pertaining to nursing care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management for under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager – Nursing.
<u>ENQUIRIES</u>	:	Mr. T. O. Rammutla Tel No: 011 891 7299
<u>APPLICATIONS</u>	:	Applications should be HAND delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the 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 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 in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. 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) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 32/200</u>	:	<u>CLINICAL PROGRAMME COORDINATOR CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHS/A/2022/57</u> Directorate: Health & Outreach Programmes
<u>SALARY</u>	:	Grade 1: R450 939 – R507 531 per annum Grade 2: R522 765 – R588 390 per annum
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse Other Skills / Requirements: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience as a clinician in Child Health Unit. Current proof of registration with SANC; Computer Literacy; Valid Driver's License.
<u>DUTIES</u>	:	Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities to implement integrated Child Health Services Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI. PMTCT & Disease Surveillance. Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.). Review case report forms submitted by facilities for

completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/surveillance data which measure health practices in the Sub District, in order to provide support and report on findings to district health management. Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct Catch up campaign and events that convey health messages and practices which support prevention and control of communicable diseases.

<u>ENQUIRIES</u>	:	Mrs Lekwetji Komane Tel No: 012 4519213
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	No faxed applications will be considered. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/201</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 2 (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2022/09/05</u> Directorate: Primary Health Care Re-Advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum, (plus benefits) Grade 2: R478 404 – R588 390 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 or equivalent qualification (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 (Advanced Midwifery and Neonatal Science). A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Computer literacy is recommended.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES</u>	:	Ms G.S Mateza Tel No: (011) 565 – 5163
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from

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

CLOSING DATE

09 September 2022

POST 32/202

: **CLINICAL NURSE PRACTITIONER GRADE 1 – GRADE 2 (QUALITY ASSURANCE) REF NO: EHD2022/09/03**
Directorate: Primary Health Care

SALARY

: Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

CENTRE REQUIREMENTS

: Ekurhuleni Health District (Bertha Gxowa Clinic)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R.425 (Diploma / Degree) or equivalent 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 R.48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Computer literacy is recommended.

DUTIES

: The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. Conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.

ENQUIRIES APPLICATIONS

: Ms E. Nkomo Tel No: (011) 878 - 8540
: 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

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

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

CLOSING DATE

: 09 September 2022

POST 32/203

: **PROFESSIONAL NURSE: OPERATING THEATRE SPECIALIST**

Directorate: Nursing Department

SALARY

: R388 974 – R450 939 per annum, (plus benefits)

CENTRE

: Pretoria West District Hospital

REQUIREMENTS

: Grade 12, Basic qualifications accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). The Incumbent must be in the possession of evidence of Current registration with South African Nursing Council (SANC) as a professional nurse, plus a post basic qualification in Operating Theatre Nursing Science accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse. Understanding the Nursing legislation and related legal and ethical Nursing practice. Ability to perform clinical nursing practice in accordance with the scope practice and Nursing Standards. Good communication and interpersonal skills. Knowledge of Code of Conduct and Labour related policies. Able to work as team and manage conflict.

DUTIES

: The incumbent will work under the supervision of the Operational manager in his/her area of Allocation. Render an optimal holistic specialized nursing care provided within the set of standards and professional/legal framework as a member of the multidisciplinary team. Provide a safe Therapeutic environment that allows for safe nursing care as per Nursing Act, National Core Standards and other prescripts. Work in collaboration with surgeons, anesthetist to meet the needs of the patient during theatre procedures and ensure responsibility for patient care. Evaluate and ensure Proper handling of instruments during theatre procedures. Assist in CSSD area with checking and controlling instruments. Ensure machinery and equipment's are checked and reported daily for Functionality and meeting the standard. Participate in the analysis, formulation and implementation of Nursing guidelines, practices and standard operating procedures. Manage and monitor proper Utilization of resources for human, financial and physical resources. Maintain professional growth and Ethical standard and development of self and subordinates.

ENQUIRIES

: Ms.NL Madiba Tel No: (012) 380 1206

APPLICATIONS

: Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, and Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE

: Applications must be submitted on a New Z83 form, completed in full and page 2 duly signed and attach a detail curriculum Vitae only. Only Shortlisted candidate will be required to submit certified copies of documents.

CLOSING DATE

: 16 September 2022

POST 32/204

: **DIAGNOSTIC RADIOGRAPHER- GRADE 1-3**

Directorate: Radiography Department

SALARY

: R332 746 – R445 752 per annum, (plus benefits)

CENTRE

: Pretoria West District Hospital

REQUIREMENTS

: National Diploma or Degree in Diagnostic Radiology Qualification. Proof of original Registration and current registration with HPCSA for 2022/2023. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. Completion of Community service in Diagnostic Radiography is necessary. Experience in Digital Radiography, Experience in utilization of Computerized Radiography System. Must have Computer Skills, Good Interpersonal skills, excellent time management skills and must have knowledge of public service Legislation governing the health sector and Radiography profession. Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Experience in teaching, training, and supervision of students. Good written and Communication skills. Ability to work as a member

		of a multidisciplinary team. Must have a good Understanding of public hospital operational systems.
<u>DUTIES</u>	:	Provide a 24-hour radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient's Rights. Ensuring radiographic services comply with SAHPRA regulations. To adhere to Batho Pele Principles, Regulated Norms and Standards, and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other public service policies and Act. Manage conflict and implement corrective measures as and when necessary. Carry out duties Delegated by the Department supervisor. Must be a team player within the Department. Perform any Ad-hoc duties allocated by Management Be actively involved in-service training and CPD activities. Supervision and training of students. Must be a team player within the institution.
<u>ENQUIRIES</u>	:	Mrs. S Ramabulana Tel No: (012) 380 1252
<u>APPLICATIONS</u>	:	Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, and Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form, completed in full and page 2 duly signed and attach a detail curriculum Vitae only. Only Shortlisted candidate will be required to submit certified copies of documents.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 32/205</u>	:	<u>HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: ODI/15/08/2022/01</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with more than 10 years' experience in Training and Development, a three-year Diploma/Degree in HRM/HRD or related qualification with a minimum of 0 to 2 years' experience in training and development. Must be computer literate and have a valid driver's license. Knowledge of Skills Development Act, PSA. SDLA, SAQA, NQF, NSDS, EEA, good communication skills, facilitation and presentation skills, problem solving and analytical skills and report writing skills. A PERSAL Certificate will be an added advantage.
<u>DUTIES</u>	:	Coordinate orientation and induction programme. Coordinate skill audit and training needs analysis process. Coordinate, develop and implement the workplace skills plan (WSP) and liaise with training providers. Capturing of PMDS on PERSAL System. To ensure effective coordination internal and external training programmes. To ensure effective Human Resource Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learning programmes. Compile and submit training report to management. Serve as a secretary and advisor during training committee, equity committee and PMDS meetings. Monitor Implementation of PMDS system. Advise management and staff on the new PMDS systems. Facilitate The Implementation of Employment Equity and perform any other delegated tasks by the relevant manager.
<u>ENQUIRIES</u>	:	Mr. Phakgadi LS Tel No: (012) 725 2553
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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. NB: People with disability are encouraged to apply. Preference will be given to male candidate.
<u>CLOSING DATE</u>	:	09 September 2022

<u>POST 32/206</u>	:	<u>PROFESSIONAL NURSE (X4 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R260 760 – R302 292 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Matric certificate, Basic qualification accredited with the SANC in terms of Gov. Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC, Experience in Midwifery and psychiatric nursing will be an added Advantage. Skills: Good communication skills. Interpersonal and organizational skills.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Supervise and train sub-ordinates.
<u>ENQUIRIES</u>	:	Ms TQ Mahlangu Tel No: (012) 380 1207
<u>APPLICATIONS</u>	:	Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, and Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form, completed in full and page 2 duly signed and attach a detail curriculum Vitae only. Only Shortlisted candidate will be required to submit certified copies of documents.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 32/207</u>	:	<u>ENROLLED NURSE REF NO: ODI/15/08/2022/02 (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R173 952 – R195 771 per annum, (plus benefits) Grade 2: R207 696 – R233 763 per annum, (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Grade 12/Matric. Qualification that allows registration with SANC as a Staff Nurse. Registration with the SANC as an Enrolled Nurse. Grade 1: 0-9 years' appropriate/recognisable experience in Nursing after registration with the SANC as an Enrolled Nurse. Grade 2: Minimum of 10 years appropriate/recognisable experience in Nursing after registration with the SANC as an Enrolled Nurse.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients and advocating elementary care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho-Pele Principles).
<u>ENQUIRIES</u>	:	Ms Ntsie EP Tel No: 012 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/208</u>	:	<u>ENROLLED NURSING ASSISTANT REF NO: ODI/15/08/2022/03 (X1 POST)</u>
<u>SALARY</u>	:	R134 514 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Odi District Hospital
	:	Qualification that allows registration with SANC as a Nursing Assistant. Current registration with SANC as an Enrolled Nursing Assistant. Grade 1: no experience required.
<u>DUTIES</u>	:	Functional: Demonstrate elementary understanding of Nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with scope of practice and nursing standard as determined by the relevant health facility. Promote quality of elementary nursing care as directed by professional scope of practice and standard as determined by the relevant health facility. Generic: Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating elementary care including awareness to respond to patient's needs, requirements, and expectations (Batho Pele).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Ntsie EP Tel No: (012) 725 2312
	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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
<u>CLOSING DATE</u>	:	09 September 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at http://professionaljobcentre.gpg.gov.za
<u>CLOSING DATE</u>	:	16 September 2022
<u>NOTE</u>	:	Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). It should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

<u>POST 32/209</u>	:	<u>DEPUTY DIRECTOR: UPGRADING INFORMAL SETTLEMENT PROGRAMME REF NO: REFS/014784 (X2 POSTS)</u> (12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all – inclusive package) Johannesburg Matric plus a National Diploma/Bachelor's degree qualification at NQF Level 7 in Town and Regional Planner / Project Management. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's licence.

<u>DUTIES</u>	:	Monitor relevant town planning and human settlements legislation and ensure that all projects comply with the regulations. Assist in the development of long and short-term plans for land use, relocation and management of informal settlements. Conduct research and benchmarks on the UISP policies. Develop UISP implementation guidelines, processes, and procedures. Manage the coordination of training and workshops on UISP processes and procedures. Monitor the implementation and ensure compliance of the UISP Norms and Standards. Manage and conduct Environment/situational Analysis in relation with informal Settlements in the province. Coordinate the mapping of the Informal Settlements. Analyse of the spatial data in relation with Informal Settlement. Manage and establish the Informal Settlements database. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved UISP implementation plan. Ensure incorporation of the Informal Settlement plan in the Integrated Development Plan. Administer the Informal Settlements upgrading partnership grant and make recommendations regarding the allocation of funds for UISP upgrading and relocation projects. Monitor and measure impact of UISP. Manage and ensure continuous the reporting of the informal settlement plans for each settlement. Manage the establishment of the UISP forum and Lead in community engagement and participation with regards to the upgrading of the settlements. Oversee the administration of the UISP forum. Collaborate with municipalities on the implementation of the UISP. Forge and maintain good relations with key stakeholder in implementation of the UISP. Management of the staff.
<u>ENQUIRIES</u>	:	Ms O Seletela at 079 804 3939
<u>APPLICATIONS</u>	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 32/210</u>	:	<u>DEPUTY DIRECTOR: RAPID LAND RELEASE PROGRAMMES REF NO: REFS/014795 (X2 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R744 255 per annum, (all – inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus a National Diploma/Bachelor's degree qualification (NQF Level 7) in Public Administration/Management / Project Management or relevant and equivalent three year qualification. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's license.
<u>DUTIES</u>	:	Conduct research and benchmarks on the Rapid Land Release policies. Manage and ensure analysis of the Rapid Land Release relevant legislation. Develop provincial Rapid Land Release policies aligned to the national strategies. Develop Rapid Land Release implementation guidelines, processes and procedures. Manage the coordination of training and workshops on Rapid Land Release processes and procedures. Monitor the implementation and ensure compliance of the Rapid Land Release Norms and Standards. Develop/review the beneficiary allocation criteria for rapid land release programme Conduct needs analysis of the Rapid land release programme to inform the human settlements planning. Coordinate collation of qualifying beneficiaries from relevant business unit. Participate in the plenary activities involving serviced lands. Manage and establish the rapid land release programme database. Manage the development of the rapid land release programme strategy. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved rapid land release programme implementation plan. Monitor and measure impact of rapid land release programme. Manage and ensure continuous reporting of the Rapid Land Release programme. Updated and maintained rapid land release programme database. Management of the staff.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 32/211</u>	:	<u>ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: REFS/014796</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an NQF (Level 6) or equivalent qualification in Public Management and/or related field of study (B-Tech will be an added advantage). 3 - 5 years' functional experience in fraud and corruption investigation. Possession of a

valid driver's license: Code C1. Knowledge and skills: Knowledge and understanding of investigation methodologies. Project Management, Report writing and Computer skills. Experience in performing complex investigations and forensic investigation analysis of financial documents. Proficiency in forensic techniques, including ability to develop and execute investigative work plans. Ability to analyse and recognise evidence in financial records and supporting source documents. Ability to reconstruct complex financial and or business transactions. Knowledge and understanding of criminal law processes and procedures, law of evidence, court procedures. Experience with working with law enforcement agencies like SAPS, NPA and SIU. Knowledge and understanding of Housing Legislation and Policy PFMA; and Protected Disclosure Act; and the Prevention and Combating of Corrupt Activities Act; Treasury Regulations and all other relevant prescripts. Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage.

- DUTIES** : Assist to conducts diverse, complex, and sensitive investigations into issues of fraud and corruption within the organization. Assist to initiate investigation projects within the organization and provide plans and strategies on how to conduct investigations. Assist to provide reports and presentations of investigative results which enable and support fraud risk management decision-making. Assist to provide intricate liaison with law enforcement agencies in the investigation and prosecution of criminal matters. Assist to provide primary leadership, to include case review and case assignment, for all requests for investigative services.
- ENQUIRIES** : Ms A Mogaswa at 072 313 8052
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

PROVINCIAL TREASURY

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.



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 12 September 2022 at 12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. 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 Applications must be submitted on 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be attached when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa when shortlisted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical

exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications.

MANAGEMENT ECHELON

<u>POST 32/212</u>	:	<u>CHIEF DIRECTOR: SCM POLICY, NORMS & STANDARDS, GOVERNANCE, COMPLIANCE AND MONITORING & EVALUATION REF NO: GPT/2022/8/8</u> Branch: Provincial Supply Chain Management
<u>SALARY</u>	:	R1 269 951 per annum, (all-inclusive package), consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management or Public Administration or Finance or Law. 5 or more years of experience at senior management in the public sector, SCM Policy development.
<u>DUTIES</u>	:	To enforce compliance in SCM Norms and Standards and Provincial Open Tender Procedure; Management of the chief directorate; Oversight of open tender and procurement plans, monitor implementation and performance in departments and entities ensure efficient reporting; Oversight on policies, norms and standards, ensuring compliance and monitoring and evaluation of SCM GPG wide; Oversight on monitoring and tracking the implementation of SCM compliance assessment report; Oversight of irregular expenditure, progress by departments.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana Tel No: 011 227 9000

OTHER POSTS

<u>POST 32/213</u>	:	<u>LEGAL ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: GPT/2022/8/9</u> Directorate: Legal Services
<u>SALARY</u>	:	R378 990 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg An LLB degree, with 8 years post qualification legal experience. Extensive experience in litigation, alternative dispute resolution mechanism, case analysis, court processes and application of court rules. In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Municipal Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes and procedures.
<u>DUTIES</u>	:	Manage the provision of effective and efficient legal services, advisory and regulatory compliance to the Department. Provide administrative support, reporting and developmental support of junior employees or interns in the legal services unit. Candidate must be computer literate, innovative and competent. They must have good communication and drafting skills; analytical and researching skills; presentation and reporting skills; leadership skills; ability to work in a team and under extensive pressure; problem-solving and have sound organising and planning skills.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana Tel No: 011 227 9000

<u>POST 32/214</u>	:	<u>PRACTITIONER: STATUTORY DEDUCTIONS MANAGEMENT REF NO: GPT/2022/8/10</u> Directorate: Financial Governance
<u>SALARY</u>	:	R261 372 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting or Finance. 1-2 years working experience in Finance /HR environment. Experience in BAS or SAP or PERSAL systems or any recognised financial management systems like Sage Pastel will be an advantage. Application of Relevant Legislations i.e. Income Tax; Unemployment Insurance Act; Public Financial Management Act (PFMA), Public Service Regulations Act and Treasury Regulations.
<u>DUTIES</u>	:	To provide operational duties in terms of compliancy to Tax legislations and effective management of statutory deductions related accounts; Tax Administration; Management of deductions accounts; Management of salary reversal control accounts; Management of ACB accounts; Management of salary inter-departmental balances; Implementation identify verification solution; UIF administration.
<u>ENQUIRIES</u>	:	Mr. Ben Diale Tel No: 011 227 9000

DEPARTMENT OF ROADS AND TRANSPORT

<u>APPLICATIONS</u>	:	Applications must be forwarded to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through https://professionaljobcentre.gpg.gov.za/ . The Z83 is also compulsory for online applications. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.
<u>CLOSING DATE</u>	:	16 September 2022
<u>NOTE</u>	:	All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from www.dpsa.gov.za (effective from 01 January 2022), all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. 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.

OTHER POSTS

<u>POST 32/215</u>	:	<u>DEPUTY DIRECTOR: HELPDESK REF NO: REFS/014439 (X3 POSTS)</u> Branch: Transport Services Re-advertisement and candidates who had applied may re-apply
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate National Diploma (NQF 6) or Degree (NQF 7), in Transport Management Public Management or Legal, with a minimum of 5 years' experience at a managerial or supervisory level. A related Post Graduate degree will be an added advantage. Knowledge and experience in the following fields are critical: Project Management, Legal and Public Transport. Knowledge and understanding of the following legislative prescripts are critical: National Land Transport Act No 5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Good liaison and team working skills; Proven administrative and organisational skills Good interpersonal, organization and planning skills; Valid Driver's License.

<u>DUTIES</u>	:	Manage the administration and verification of applications. Manage the administration of revenue collection. Manage the processing of applications and issuing operating licenses/ collection of operating licenses. Manage the process of preparing issued operating licenses. Provide support in the implementation of investigative and audit recommendations/ reports. Provide support in the implementation of antifraud and corruption strategies. Manage the resources of the component and perform generic management functions. Daily supervision of the sub-directorate. Contribute towards the finalisation of the Annual Performance Plan and Operational Plan. Provide input towards monthly and quarterly reports. Liaise with stakeholders. Facilitate and encourage staff development to meet the changing demands of the job.
<u>ENQUIRIES</u>	:	Ms. N. Dube Tel No: (011) 227 8304/05
<u>POST 32/216</u>	:	<u>DEPUTY DIRECTOR: ANTI-FRAUD AND CORRUPTION REF NO: REFS/014821 (X1 POST)</u> Branch: HOD's Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), (all-inclusive package) Johannesburg Appropriate 3-year National Diploma (NQF 6) or Degree (NQF 7) qualification in Internal Audit or Bcom Degree/ Degree in Law and Certified as a Fraud Examiner. A minimum of 7 years' relevant experience in the Anti-fraud and Corruption environment of which 4 years must be at supervisory level. Proven experience in fraud assessment and development of anti-fraud and corruption strategy and policy. Understanding and knowledge of the investigation methodologies. Experience in the Public Service would be an added advantage. Valid driver's license. Competencies: Computer literacy especially the MS Office Suite Package. Ability to work under pressure and outside normal office hours. Ability to Multi-task and work with minimal supervision. Leadership skills: Analytical thinking, report writing, communication skill, people management, interview skills and conflict management.
<u>DUTIES</u>	:	Promote anti-fraud culture and attitude. Develop and timely implement anti-fraud policies, procedures and practices, Administration of fraud risk assessment. Prepare management reports to other oversight structures, Case management, Develop and implement anti-fraud and corruption awareness. Performing fraud detection and investigation including lifestyle investigations. Implement good governance practices and anti-corruption measures, Perform objective, fair and timely investigations. Plan, implement and manage field assignments. Work and collaborate with law enforcement agencies. Support law enforcement resources for prosecution.
<u>ENQUIRIES</u>	:	Ms. D. Kgage Tel No: (011) 355-7378

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

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 27 dated 27 July 2022, The Requirements have been amended as follows (1) Facility Information Officer: **(Mbongolwane District Hospital)** with Ref No: MBO 09 /2022; A relevant qualification is a National 3 year Diploma in Information Technology. The closing date has been extended to 09 September 2022

OTHER POSTS

<u>POST 32/217</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1 REF NO: RCH01/2022 (X1 POST)</u>
<u>SALARY</u>	:	R1 191 510 per annum, all-inclusive salary packages, (This inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules). Additional Benefits: Commuted Overtime (Subject to approval), Plus 18% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Richmond Hospital, Pietermaritzburg
	:	Matric (Grade 12), appropriate qualification in the Health Sciences (MBCHB), Current registration and registration certificate with HPCSA as a Medical Practitioner, A minimum of 6 years' experience after registration with HPCSA as a Medical Practitioner. Registration as an independent Practitioner with HPCSA. Recommendation: Two years' experience must be in management or supervision. Knowledge, Skills, Training and Competencies Required: Ability to diagnose and manage common medical problems including emergencies, obstetrics and gynaecology. Surgical skills, Knowledge of the relevant Acts, Policies and regulations administrated by KZN Department of Health, Sound knowledge of the District Health System, Sound clinical knowledge and experience, Good communication, leadership, decision making, team building and motivation skills, computer literacy. Good planning and organizational skills, Knowledge of EPMDs, Leadership, managerial and supervisory skills, financial management.
<u>DUTIES</u>	:	Ensure the provision of safe, ethical, legal and high quality medical care, Provide support and supervision to all Medical and Allied staff, Implement strategic health programmes, Strengthen health systems effectively and enhance management of health facilities, Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line with the statutory regulations and code of ethics, Ensure the provisions of protocols and guidelines to doctors at the correct level, Participate in the Quality Improvement Programme of the department and ensure policies and procedures are followed, Conduct clinical audit, Liaise with Health District and the KZN Department of Health, To ensure that cost-effective service delivery is maintained within the hospital, Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, Perform clinical and non-clinical duties, To manage the performance of employees, Complaints management, Provide a full package of services including after hours, Ensure compliance with IDEAL HOSPITAL, Manage and control allocated material, financial and human resource, Develop a monitoring and evaluation system with performance indicators, outputs, outcomes and targets in agreement with institutional management. Provide continuous medical coverage to all PHC facilities within the sub-district; Be active part of institutional management team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N. Binase Tel No: 033 – 897 1063
	:	All applications should be forwarded to: The Human Resource Manager: Mr S.E. Ndlela, Private Bag x 9124, Pietermaritzburg, 3200 or Hand delivered to: 171 Hoosen Haffeeje, (Former Berg Street) Pietermaritzburg, 3201
<u>NOTE</u>	:	Application for employment Form (Z.83) which is obtainable from any Government Department or from the website – www.kznhealth.gov.za . Applicants for employment are NOT required to submit copies of qualification and other relevant documents on application but submit the Z83 form and detailed Curriculum Vitae (CV) only. 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 provided

on the Z.83. The appointments are subject to a positive outcome obtained from the State Security, Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC), Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA). Non-RSA / Permanent Residents / Work permit holders will submit proof only when shortlisted. NB: Failure to comply with the above instructions will disqualify application. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful, People with disabilities should feel free to apply. Certificate of service stating the relevant experience endorsed by HR will be requested only when shortlisted. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department)

<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 32/218</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: RICH02/22 (X1 POST)</u>
<u>SALARY</u>	:	R911 406 per annum, all – inclusive salary package (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules); Additional benefits: 12% In-hospitable area allowance.
<u>CENTRE</u>	:	Richmond Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An Appropriate Bachelor's Degree or Equivalent qualification in the Pharmacy, Current registration with the S.A. Pharmacy Council, PLUS. Three (3) years after registration as a Pharmacist with SAPC, Unendorsed Valid Code B driver's license (Code 08), Knowledge, Skills, Training and Competencies Required: Possess sound knowledge of the legislative and policy framework informing the area of operation, Have the ability to analyse complex information and accurate transform that in user-friendly policies and guidelines providing line managers with clearly defined "process maps" to exercise delegated power/assigned responsibilities without compromising good governance imperatives, Have the ability to capture the essence of recommendation in concise and clear language in writing, Be able priority tasks and issues and comply with time frames, Have good interpersonal skills, Possess high levels of accurate, Ensure and enable effected communication between the Department and all internal and external stakeholders in Health, Knowledge of the scope of practice of the various pharmaceutical staff categories and other health professional together with the attendant training requirement, South Africa and the associated impact and cost of these, Have good or detailed knowledge of the South African system for Pharmaceutical, Tenders and Contracts, Knowledge of the pharmaceutical supply and dispensing chain is essential, Have the ability to prioritize issues and other work related matters and to comply with time frames and Be computer literate with a proficiency in MS Office Software application.
<u>DUTIES</u>	:	Take responsibility as the Responsible Pharmacist, Provide comprehensive pharmaceutical service to patient's wards, and departments, Engage in effective communication with all stakeholders to ensure that quality services rendered and requirement for audits are met, Comply with the requirement for good Pharmacy practice and scope of practice for a Pharmacist as laid down by the South African Pharmacy Council, Maintain accurate and appropriate patient record in line with legal requirements be responsible for cost effective and efficient procurement, storage, distribution, control and security of Pharmaceutical stock and equipment, Develop implement and monitor adherence to standard operation procedure and policies for all aspect of the Pharmaceutical service, in accordance with the applicable legislations, regulations and pharmacy and good pharmacy practice, Compiling reports for submission, Management of resources all allocated resources in the Pharmacy Department, Assist in co-ordination of pharmacy and therapeutics and antibiotic stewardship, Indemnity training needs for pharmacy staff and coordinate training, Direct supervision of Pharmacy, Community service,

Pharmacist, Pharmacy interns and Pharmacy assistance (all staff allocated in Pharmacy), Provide necessary orientation, training, discipline, conflict resolution, EPMDS management and monitoring of all Pharmacy staff, Provide supervisory Pharmaceutical support to PHC clinics with in the District, Be active part of Hospital management team, Participate in quality improvement programs of the Department and ensure policies and procedures are followed, Manage patient complaints, Liaise with other Health professionals regarding drug information and participate in Pharmacy and Pharmacy and Therapeutic committee and all other relevant committees, Supervise the enrolment and implementation of the CCMDD, ARV program and pre-dispensing to clinics and Ensure continuous registration of Pharmacy Department with Pharmacy council.

**ENQUIRIES
APPLICATIONS**

NOTE

CLOSING DATE

POST 32/219

SALARY

**CENTRE
REQUIREMENTS**

- : Ms N Binase Tel No: 033 - 897 1063
- : All Applications Should Be Forwarded To: The Human Resource Manager: Mr S.E. Ndlela, Private Bag x 9124, Pietermaritzburg, 3200 or Hand delivered to: 171 Hoosen Haffejee, (Former Berg Street) Pietermaritzburg, 3201
- : Application for employment Form (Z.83) which is obtainable from any Government Department or from the website – www.kznhealth.gov.za. Applicants for employment are NOT required to submit copies of qualification and other relevant documents on application but submit the Z83 form and detailed Curriculum Vitae (CV) only. 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 provided on the Z.83. The appointments are subject to a positive outcome obtained from the State Security, Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC), Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA). Non-RSA / Permanent Residents / Work permit holders will submit proof only when shortlisted. NB: Failure to comply with the above instructions will disqualify application. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful, People with disabilities should feel free to apply. Certificate of service stating the relevant experience endorsed by HR will be requested only when shortlisted. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department)
- : 16 September 2022
- : **MEDICAL OFFICER (GRADE 1-3) REF NO: MAN05/2022 (X3 POSTS)**
- : Grade 1: R833 523 – R897 939 per annum, (all-inclusive packages)
Grade 2: R953 049 – R1 042 092 per annum, (all-inclusive packages)
Grade 3: R1 106 037 – R1 382 802 per annum, (all-inclusive packages)
22% rural allowance plus commuted/fixed overtime (Subject to approval)
- : Manguzi Hospital
- : Matric certificate, MBCHB Degree, Current registration with HPCSA as a Medical Practitioner Medical Officer **Grade 1:** Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional Council, of whom it is not required to perform Community Service Medical Officer **Grade 2:** Minimum of 5 years' experience after registration with the HPCSA as a Medical Practitioner post-Community Service. Foreign candidates require 6 years relevant Experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Medical Officer **Grade 3:** Minimum of 10 years' experience after registration with HPCSA as a Medical Practitioner post-community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Experience in surgery/orthopedics and/or obstetrics and anesthetics will be a recommendation. After registration as a

Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign of Qualified employees of whom it is not required to perform Community Service as required in South Africa and Certificate of service from previous employer is compulsory, verification of employment from current employer, which must be endorsed and signed by Human Resources Manager. Knowledge, Skills, Training, and Competencies Required: Broad medical knowledge, including HIV and TB, pediatrics, surgery, obstetrics & gynecology, orthopedics, psychiatry, emergency medicine and anesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage. Documented proof of the above should be attached Good communication and interpersonal skills. Willingness to teach and supervise junior doctors and students. Knowledge of applicable legislation, and national quality standards relating to primary health care.

DUTIES : Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighboring health institutions to promote an effective district health service.

ENQUIRIES : Dr. M.Blaylock Tel No: (035) 5920150
Manguzimedman@kznhealth.gov.za

APPLICATIONS : should be forwarded to: Mr. N.T Ngubane, Assistant Director: HRM Manguzi District Hospital, Private Bag x 301 KwaNgwanase, 3973.

NOTE : Directions To Candidates:-The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) A recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. All Non- RSA Citizens must attach a certified copy of proof of permanent residence in SA if shortlisted. In the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies to their applications. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. We welcome applications from persons with disabilities Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 16 September 2022

POST 32/220 : **ASSISTANT MANAGER NURSING REF NO: RCH04/2022**

SALARY : R571 242 per annum. Additional Benefits: 8% Rural Allowance, 13th Cheque, Medical Aid (optional) and Housing Allowance (Provided the incumbent meets minimum requirement)

CENTRE : Richmond Hospital, Pietermaritzburg
REQUIREMENTS : Matric (Grade 12), National Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a professional Nurse Midwifery, Current Registration with South African Nursing Council (SANC) for 2022, A minimum of 8 years' appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A minimum of 3 years' supervisory experience at ward management level. Recommendation: Qualification in Nursing licence administration, Valid driver's licence, Computer literacy. Knowledge, Skills, Training, and Competencies

Required: Knowledge of South African Nursing Council (SANC) rules and regulations, Decision making and problem solving skills, Conflict management and negotiation skills, Demonstrate effective communication with patients, supervisors, other health professionals and junior colleague including more complex report writing when required, Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team, Leadership, organizational, decision-making and problem solving skills, Report writing skills, and time management, interpersonal relations, counselling and conflict management skills, Ability to formulate patients care related policies, Knowledge of Public Service policies.

DUTIES

: Ensure co-ordination of various clinical and support service that so that functions are performed within a multi-disciplinary approach to allow for total patient care, Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources, Formulate and monitor operation plan which is online with the strategic plan of the hospital and Department, Assist in the implementation of priority programmes e.g. National Core Standards, Monitor and maintain standards set by accreditation bodies, Formulate programmes and projects and implementation thereof, Executive function with proficiency within the prescripts of all applicable legislation and supported the aims and objectives of the institution, Evaluate patients care programmes from time and make proposals for improvement that is supported by strong work ethics, Ensure affective and efficient utilisation of all resource allocated, Ensure implementation and maintenances of clinical competencies and to ensure that scientific principle of nursing processes are maintained, Provide expert advices concerning clinical management of patients, Ensure Data is collected, verified, analysed and validated, Maintain discipline and labour and labour peace in the work place. Supervision of allocated staff and ensure EMPDS is implemented.

ENQUIRIES

: Mrs JL Mlotshwa Tel No: 033 - 212 2170

APPLICATIONS

: All applications should be forwarded to: The Human Resource Manager: Mr S.E. Ndlela, Private Bag x 9124, Pietermaritzburg, 3200 or Hand delivered to: 171 Hoosen Haffee, (Former Berg Street) Pietermaritzburg, 3201.

NOTE

: Application for employment Form (Z.83) which is obtainable from any Government Department or from the website – www.kznhealth.gov.za. Applicants for employment are NOT required to submit copies of qualification and other relevant documents on application but submit the Z83 form and detailed Curriculum Vitae (CV) only. 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 provided on the Z.83. The appointments are subject to a positive outcome obtained from the State Security, Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC), Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA). Non-RSA / Permanent Residents / Work permit holders will submit proof only when shortlisted. NB: Failure to comply with the above instructions will disqualify application. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful, People with disabilities should feel free to apply. Certificate of service stating the relevant experience endorsed by HR will be requested only when shortlisted. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department)

CLOSING DATE

: 16 September 2022

<u>POST 32/221</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY (MATERNITY) REF NO: NMH/OMN/2022 (X1 POST)</u> Component: Maternity
<u>SALARY</u>		R571 242 – R579 072 per annum Other Benefits: 8% Rural Allowance 13 th Cheque Medical Aid (Optional) Home owner's allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorial Hospital
	:	Grade 12 (Senior Certificate) Degree/Diploma in Nursing Science Registration with SANC as a professional nurse and Midwife 2022 SANC receipt a minimum of 9 years appropriate/recognisable 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 in Advance Midwifery qualification. Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competencies Required Knowledge of nursing care policies and procedures, nursing statutory rules regulations, guidelines and other relevant legal framework. Knowledge of nursing care delivery approaches. Strong interpersonal relations, communication, verbal, report writing and facilitation skills. Ability to make independent decisions problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organizational and decision making skills. Knowledge of Human Resource and Financial policies and practices Basic computer skills.
<u>DUTIES</u>	:	Provide effective management and professional leadership by ensuring that the ward is organized to provide quality care. Ensures the implementation of the Essential Package of neonatal care Strengthen the resuscitation services in the unit. Manage and supervise the efficient and effective use of resources in the unit. Ensure implementation and adherence to National Core Standards, Departmental policies, Guidelines and procedures. Ensure implementation, monitoring and evaluation of all maternal child and women healthcare programs, make proposals for improvement that is supported by a strong work ethics and maintain accurate records. Ensure implementation of Mother Baby Friendly initiatives. Maintain a constructive working relationship with multidisciplinary health care team and all other stakeholders in health promotion. Provide unit staff supervision and mentoring. Monitor and evaluate staff performance, EPMDS. Provide safe and therapeutic environment that allows for the practices of safe nursing care as laid down by the Occupational Health and Safety and all other applicable prescripts. Manage and ensure that performance standards remain adequate and that responsibilities are adhered to within the budget limits. Deal with grievances and discipline according to prescribed policies and procedures. Demonstrate concern for patients, promoting and advocating a proper treatment and care. Improve quality of care through reduction of patient complaints, public complaints and waiting times. Ensure accurate, reliable statistics and reports are submitted timeously.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. GN Nkosi Tel No: 034 331 3011
	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
<u>NOTE</u>	:	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.

<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/222</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1- SPECIALTY PHC REF NO: NMH/OMN/PHC2022 (X1 POST)</u> Component: Groenvlei Clinic (PHC)
<u>SALARY</u>	:	R571 242 – R642 933 per annum, (13% cheque, Housing Allowance (Employee must meet prescribed requirement), Medical aid (optional), 8% rural allowance.
<u>CENTRE</u>	:	Niemeyer Memorial Hospital
<u>REQUIREMENTS</u>	:	Standard 10 or Grade 12.Degree/Diploma in General Nursing, Midwifery, Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least 5 years of the period referred must be recognizable experience after obtaining 1 year post basic qualification in Post Basic Qualification in the relevant specialty. Current SANC receipt (2022).Previous and current work experience /certificate of Service endorsed by your Human resource department Recommendations: Nursing Administration Knowledge, Skills, Training and Competencies Require Extensive knowledge of National and Provincial clinical protocol to be followed as management of clients within a PHC setting. Knowledge of Human Resource procedures in the Public Service & conditions of Service. Communication and interpersonal relationship, monitoring, negotiating, coaching, problem solving skills, conflict resolution skills and counselling. Knowledge of legal framework and prescripts within the Department of Health The incumbent is required to communicate with many sectors in both written and verbal communication that respect the person, culture and language. Knowledge of code of conduct and Labour Relations procedures/ processes. Knowledge of Batho Pele Principles and Patients' Rights Charter. Knowledge of nursing care processes and procedures and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act. Leadership and supervisory skill.
<u>DUTIES</u>	:	Responsible for the efficient management of Groenvlei Clinic. Supervise and develop all practices and systems to enable the integrated clinical service management to deliver comprehensive package of service in line with NHI initiatives. Integrated PHC for all sector of the community. Monitor and evaluate performance of clinic staff according to set standards, norms, targets and to ensure effective reporting. Monitor and evaluate all PHC programmers implemented within the designated service area. Ensure provisions of high quality comprehensive care through provision of preventive, curative and rehabilitative service. Provision of ICSM integrated clinical service management Implement realization of ideal clinic (ICRM) Status. Ensure quality service delivery through the implementation of NCS within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resources. Provision of administrative services by planning, organizing and ensuring the availability of medicine, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure clinical audits are implemented Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure quality data management is implemented and monitored at the clinic.
<u>ENQUIRIES</u>	:	Mrs. GN Nkosi Tel No: 034 331 3011
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980.
<u>NOTE</u>	:	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.

<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/223</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: SAP 05/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid, must meet prescribed requirements
<u>CENTRE</u>	:	St Apollinaris Hospital (Paediatric Ward)
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12 or equivalent Qualification PLUS; Basic R425 qualification (ie. Degree / Diploma in Nursing or equivalent qualification that allows registration with SANC as Profession Nurse and Midwifery PLUS a Post Basic Nursing qualification in Child Nursing Science with duration of at least 1 year, accredited with the SANC .Proof of Current registration with SANC as a General Nurse, Midwifery and Child Nursing Science (2022).Proof of current and previous experience endorsed by Human Resource Department. Experience: Grade 1: A minimum of 4 years appropriate /or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with 1 year Post basic qualification in Child Nursing Science. Grade 2: A minimum of fourteen (14) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least 10 years of the period referred to above must be appropriate or recognizable experience in Paediatric Ward after obtaining the 1 year post basic qualification in Child Nursing Science. Recommendations: Computer literacy. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences .Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
<u>DUTIES</u>	:	Provide of holistic, specialized nursing care with set standard and within legal framework Implement standard, practices, criteria and indicators for quality nursing (quality of practices).Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holder .Utilize human, material and physical resources efficiency and effectively. Delegate duties and support staff in executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff .To assist in the planning and co-ordinating of training and promote leaning opportunity for all nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage .Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shift.

<u>ENQUIRIES</u>	:	should be directed to Ms NG Myeza Tel No: 039 833 9001
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Section, Hand delivered applications may be dropped in the application box at Human Resource Department on or before the closing date before 16:00.
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV only (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered". Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/224</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: SAP 06/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid, must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	St Apollinaris Hospital (Maternity Ward) Senior certificate/Grade 12 or equivalent Qualification PLUS; Basic R425 qualification (ie. Degree / Diploma in Nursing or equivalent qualification that allows registration with SANC as Profession Nurse and Midwifery PLUS a Post Basic Nursing qualification in Advanced Midwifery with duration of at least 1 year, accredited with the SANC .Proof of Current registration with SANC as a General Nurse, Midwifery and Advanced midwifery (2022).Proof of current and previous experience endorsed by Human Resource Department. Experience : Grade 1: A minimum of 4 years appropriate /or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with 1 year Post basic qualification in Advanced Midwifery. Grade 2: A minimum of fourteen (14) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least 10 years of the period referred to above must be appropriate or recognizable experience in Maternity Ward after obtaining the 1 year post basic qualification in Advanced Midwifery. Recommendations: Computer literacy. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences .Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
<u>DUTIES</u>	:	Delegate duties and support staff in executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordinating of training and promote leaning opportunity for all nursing categories. To maintain code of conduct for

the public services and the professional body to complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shift Provision of optional, holistic specialized nursing care in obstetric with set standards and within a professional/ legal framework .Implement standard, practices, criteria and indicators for quality nursing (quality of practice)Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES
APPLICATIONS**

FOR ATTENTION

NOTE

- : should be directed to Ms NG Myeza Tel No: 039 833 9001
 : Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za
 : Human Resources Section, Hand delivered applications may be dropped in the application box at Human Resource Department on or before the closing date before 16:00.
 : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV only (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered". Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE

POST 32/225

PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL NURSING) REF NO: APP/ 02/2022 (X3 POSTS)

Component: Nursing

SALARY

- : Grade 1: R388 974 – R450 939 per annum
 : Grade 2: R478 404 – R588 390 per annum
 : Other Benefits 13TH Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%

**CENTRE
REQUIREMENTS**

- : Appelsbosch Hospital
 : for the posts Senior Certificate (Grade 12) or equivalent qualification. Degree/National Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2022) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year accredited with SANC in Advance Midwifery and Neonatal nursing science. **Grade 1:** A minimum of four (04) years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource. Recommendations: Computer literacy. Diploma/Degree in nursing management. Valid Driver's license (Code 8or 10). Knowledge, Skills, Training, and Competencies Required: Demonstrate and understanding of nursing

		legislation and ethical nursing practice. Perform a clinical practice in accordance with the scope practice and nursing standards as determined by the relevant facility. Demonstrate effective communication with patients, supervisor and other clinicians include report writing. Work as part of multi-disciplinary team to ensure good nursing care programmers. Work effectively, co-operatively amicably with the person of diverse culture, racial or religious differences.
<u>DUTIES</u>	:	Implementation of maternal, neonatal and child healthcare programmers. Implementation standards practices and indication of maternal and child health care. Strengthen reproductive health and post-natal services. Participate in PPPIP programs and date management and ensure timeous submission to FIO. Ensure proper utilization of resources in the units. Implementation of ESMOE and CARMMA elements. Implementation of EMTCT and its management. Ensure implementation of neonatal EPOC.
<u>ENQUIRIES</u>	:	Mr. SM Ntuli: Deputy Manager Nursing Tel No: 032 294 8000
<u>APPLICATIONS</u>	:	Should be forwarded to: The Chief Executive Officer, P/Bag x 215, Ozwathini, 3242.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Equity target: African male
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 32/226</u>	:	<u>REGISTRAR ACADEMIC REF NO: BNC04/2022</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Benedictine Hospital, Nongoma
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12, A Diploma/Degree in Finance/ or Human resource/or Public Management/Office Management and Technology, 3-5 years Clerical/Administrative experience. Recommendations: Experience in Human Resource / Budget and expenditure, Computer Literacy-All Microsoft applications, unendorsed valid RSA driver's license. Knowledge, skills, training and competencies required: Application of all relevant legislation, procedures and policies, ensuring that the campus follow relevant policies on supply chain management, Application of the Public Finance Management Act, Public Service Act, Basic Conditions of Employment Act, Nursing Act, Human Resources Management policies, Labour relations act, Competencies in conflict management and problem solving skills, Good verbal and written communication skills, Good interpersonal relationships, Ability to work under pressure and meet required deadlines, Ability to keep employees employment and learner nurses academic records, Supervisory skills, Ability to analyze and monitor PERSAL reports, Ability to analyze the budget and budget expenditure.
<u>DUTIES</u>	:	Participate in and monitor budget allocations and cash flow meetings for the Campus in Conjunction with the Principal in terms of the PFMA, Develop and implement Human Resource and Finance Management policies in relation to the campus, Approval of transactions on PERSAL timeously, Responsible for all Human Resource Practices such as appointment, retirement and resignation procedures, staff establishment, leave management, etc., Assist with orientation and induction of staff in the Campus, Liaise with the Finance and Human Resource Departments at Benedictine Hospital and KwaZulu-Natal College of Nursing (KZN CN) Head Office, Provide human resource and administration services to the Nursing lecturing service, including students and monitor PERSAL report.
<u>ENQUIRIES</u>	:	Campus Principal: Mrs. JF Zwane Tel No: 0358317107
<u>APPLICATIONS</u>	:	All applications should be posted to: The Campus Principal, Benedictine Campus, Private Bag x 5002, Nongoma, 3950. Hand delivered application may be submitted at Benedictine Campus Admin office, The Principal Vryheid Main Road, Nongoma, 3950.
<u>NOTE</u>	:	Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za . The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number BNC04/2022. Faxed and emailed applications will not be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted

candidates Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications Authority (SAQA). People with disabilities should feel free to apply for the post. Failure to comply will result in the application not being considered. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

:

09 September 2022

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the position as it appears below.

APPLICATIONS

: Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor). All General enquiries should be directed to Mr. Ramagoshi Phuti at (015) 294 2225 or Mr. Monkoe Mphodi at (015) 294 2223 or Ms. Mokhomole Makgano at (015) 294 2270.

CLOSING DATE
NOTE

: 16 September 2022

: Applications should be submitted on a new Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A comprehensive copy of your Curriculum Vitae, only (certified copies of identity document, driver's license, qualifications will be requested from shortlisted candidates). The specific reference number for the post must be quoted. Candidates who apply for SMS positions will be required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Short-listed candidates for the below post will be subjected to a Security clearance, and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000 NB: Faxed or e-mailed applications will not be considered. This advert will also be available on the following website: www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment in respect of the advertised post.

MANAGEMENT ECHELON**POST 32/227**

: **CHIEF FINANCIAL OFFICER REF NO: COGHSTA 02/22**
Branch: FMS

SALARY
CENTRE
REQUIREMENTS

: R1 544 415 per annum (Level 15), (all-inclusive salary package)

: Polokwane

: An undergraduate qualification and a post graduate qualification (NQF8) in Financial Management/ Accounting as recognized by SAQA. Registration as a Chartered Accountant (South Africa) will be an added advantage. 8-10 years of experience at a senior managerial level, coupled with extensive management experience in the field of financial management covering

		Accounting, Budgeting, Reporting, Asset Management, Internal Control and Supply Chain Management; A valid driver's license (with exception of disabled applicants). Core And Process Competencies: Extensive Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government; procedures, prescripts and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage; Proven strategic and leadership capabilities; Ability to establish good working relations with key stakeholders such as the Provincial & National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level. Skills & Knowledge: Good negotiation skills; Good communication (written and verbal); Client orientation and customer focus, honesty and integrity; problem solving, and analytic skills are key to this post.
<u>DUTIES</u>	:	Financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with Provincial and National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof; Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure and report unauthorized, irregular or fruitless and wasteful expenditure. Ensure adherence to the transfer of assets and liabilities management, compliance to any tax, levy, duty, pension and audit commitments required by legislation. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of department including conditional grant budget provisions. Ensure that proper record of the departments' financial affairs in accordance with prescribed norms and standards and submission/ available of these reports to all relevant role-players e.g., executive authority. Ensure that proper grant management in terms of program management in DORA.
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 32/228</u>	:	<u>CHIEF DIRECTOR: DEMOCRATIC GOVERNANCE, DISASTER MANAGEMENT AND COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 03/22</u> Branch: Cooperative Governance (Re-advertisement, candidates who applied previously are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 269 951 per annum (Level 14), (all-inclusive salary package)
	:	Polokwane
	:	An undergraduate degree (NQF level 7) in Development Studies/ Public Administration. Possession of a Post graduate degree will be an added advantage. 5 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants).Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts application of the legislative framework governing the public service e.g., Public Service Act, Labour; Relation Act, PFMA, etc. Skills & Knowledge: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation, customer focus and Communication.
<u>DUTIES</u>	:	Provide support to municipalities on public participation and facilitate elections and intergovernmental relations. Ensure the implementation of Community Development Programmes; Provide support and monitor Municipalities to respond to community concerns. Manage Provincial Disaster management services; Manage resources (financial, human, and physical).

<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 32/229</u>	:	<u>DIRECTOR: DISASTER MANAGEMENT & EMERGENCY SERVICES REF NO: COGHSTA 04/22</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An Undergraduate Qualification (NQF Level 7) in Disaster Management as recognized by SAQA or related qualification. 5 Years of Experience at a middle/senior managerial level and valid driver's license (with exception of disabled applicants).Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts (Disaster Management Act, etc.), application of the legislative framework governing the Public Service e.g: Development & Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), Housing Act no. 107 of 1997, etc. Skills & Knowledge: Policy Formulation; Research; Computer utilization; 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.
<u>DUTIES</u>	:	Manage Disaster Risk Assessment and Reduction; Manage Institutional Capacity for Disaster Risk Management; Manage Disaster Response and Recovery; Manage and Coordinate Emergency Services; Manage Resources (Financial, Human and Physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
OTHER POSTS		
<u>POST 32/230</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME REF NO: COGHSTA 05/22</u> Branch: Cooperative Governance (Re-advertisement, candidates who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R1 058 469 per annum, (all-inclusive salary package), (OSD)
<u>CENTRE</u>	:	Capricorn
<u>REQUIREMENTS</u>	:	An undergraduate degree (NQF level 6) in Built Environment/Engineering or related qualification. Minimum 6 years relevant experience as a registered Professional Construction Project Manager with the SACPCMP & a valid driver's license (with exception of disabled applicants).Core And Process Competencies: Knowledge of Knowledge of project and financial management skills, conflict resolution, computer literacy, Ms Project; presentation and engineering applications. Skills & Knowledge: Project management; Computer skill, Presentation skills; People management skills; Time Management; Communication, both formal and informal; Analytical thinker; Asset management.
<u>DUTIES</u>	:	Provide support to municipalities in relation to the implementation of Free Basic Services (FBS) programmes; Municipal Infrastructure Grant (MIG) and other service delivery programmes; Support and monitoring implementation of indigent policies and compilation of indigent register; Monitor and support asset management in municipalities.
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<u>POST 32/231</u>	:	<u>DEPUTY DIRECTOR: RESPONSE AND RECOVERY REF NO: COGHSTA 06/22</u> Branch: Cooperative Governance (Re-advertisement, candidates who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R882 042 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate degree (NQF level 6) in Disaster Management or related qualification. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).Core And Process Competencies: Knowledge of: Batho Pele principles; public service act. Disaster Management Act; PFMA; MFMA; Disaster Management Framework and other related acts

		computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill; Report writing skills.
<u>DUTIES</u>	:	Coordinate the implementation of a uniform approach for the dissemination of early warning; Manage assessment, classification and declaration of disasters; Manage the implementation of emergency relief, reconstruction, and rehabilitation in an integrated and developmental manner. Manage the establishment of standardized and regulated relief measures.
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<u>POST 32/232</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING REF NO: COGHSTA 07/22</u> Branch: Cooperative Governance (Re-advertisement, candidates who applied previously are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Level 12), (all-inclusive salary package) Vhembe An undergraduate national diploma (NQF level 6) in Public Management/Administration or related qualification. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Core and Process Competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Coordinate and consolidate reports on the state of municipalities, Back to Basics and any other programme; Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Support municipalities with the implementation of the individual PMS; Coordinate and facilitate interventions in accordance with the Constitution of RSA, MSA and MFMA; Support and monitor municipalities on audit of predetermined objectives.
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<u>POST 32/233</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT SERVICES REF NO: COGHSTA 08/22 (X5 POSTS)</u> Branch: Traditional Affairs (Re-advertisement, candidates who applied previously are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Level 12), (all-inclusive salary package) Vhembe, Mopani, Sekhukhune, Capricorn & Waterberg An undergraduate national diploma (NQF level 6) in Public Management/Administration or related qualification. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Core And Process Competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Limpopo Traditional Leadership and Institutions Act 6 of 2005 and its regulation Initiations School Circumcision Act 5 of 1996 and its regulations Limpopo House of Traditional Leaders PFMA, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Overall management of the traditional affairs district office; Provide administrative support to the traditional councils, Support and monitor traditional council finances; Manage the provisioning of infrastructure and tools of trade to traditional councils; Support and monitor all programmes related to the traditional councils, including initiation schools; capacity building, etc.
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270

<u>POST 32/234</u>	:	<u>DEPUTY DIRECTOR: DISASTER RISK ASSESSMENT & REDUCTION REF NO: COGHSTA 09/22</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R882 042 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Disaster Management or Equivalent and Valid driver's license with exception for people with disability. Relevant experience of approximately 3 to 5 years in Disaster Management. Core and Process Competencies: Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target Community; Disaster Management Act; National disaster Management Framework etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill; Presentation skills; People management skills; Financial management skills.
<u>DUTIES</u>	:	Manage that risk assessment is conducted; manage the development of integrated disaster risk management plans; manage the development and implementation of disaster risk reduction seasonal programmes; manage the development and implementation of contingency plans for national and provincial events.
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<u>POST 32/235</u>	:	<u>DEPUTY DIRECTOR: DISASTER FIRE SERVICES REF NO: COGHSTA 10/22</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R882 042 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Fire Services and Technology/ Operations and Safety Management and A level 3 first aid certificate or registration with the HPCSA. Valid driver's license with exception for people with disability. Relevant experience of approximately 3 to 5 years in Fire Services Core And Process Competencies: Extensive knowledge and understanding of regulatory framework for public services, and local governance; Risk management; Project management; Computer literacy; Investigation techniques etc. Skills: Investigation skill; Organizational skills; Negotiation skills; Presentation/Facilitation skills; Good Report Writing; Time management; creative/ innovative; Analytical Thinking skills; strong organizational and leadership abilities; The ability to communicate at all levels, both verbally and in writing as well as to external clients. Skills & Knowledge: Manage fire brigade services; Coordinate firefighting emergency plans; Monitor the development and implementation of key fire safety programs and fire services capacity buildings; Monitor the development and the implementation of compliance mechanism, policies, strategies and frameworks for the fire services.
<u>DUTIES</u>	:	Manage fire brigade services; Coordinate firefighting emergency plans; Monitor the development and implementation of key fire safety programs and fire services capacity buildings; Monitor the development and the implementation of compliance mechanism, policies, strategies and frameworks for the fire services.
<u>ENQUIRIES</u>	:	Ms. Matlopela Terry Tel No: (015) 294 2224
<u>POST 32/236</u>	:	<u>DEPUTY DIRECTOR: BUDGET PLANNING AND IMPLEMENTATION REF NO: COGHSTA 11 /22</u> Branch: Financial Management Services
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/Accounting/ Cost and Management Accounting. 3 years' Experience in Financial Administration. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act; PFMA; PFMA; National Treasury Regulation; Financial Reporting Standards. etc. Skills & Knowledge: Negotiation skills.; Presentation skills; People management skills; Time management;

		Communication, both formal, and informal; Administration; Financial management System; Expenditure control; Estimating and Budgeting; Budget Control; Financial Compliances; Problem solving; Analytical skills; Report writing; Computer Literacy; Financial Planning; Financial Systems.
<u>DUTIES</u>	:	Manage budget planning; Manage budget implementation.
<u>ENQUIRIES</u>	:	Ms. Matlopela Terry Tel No: (015) 294 2224
<u>POST 32/237</u>	:	<u>ASSISTANT DIRECTOR: FIRE SERVICES REF NO: COGHSTA 12/22</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Fire Services and Technology/ Operations and Safety Management and a level 3 first aid certificate or registration with the HPCSA and a valid driver's license with exception for people with disability. Relevant experience of approximately 3 – 5 years in Fire Services. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts; Application of the legislative framework on Fire Brigade Services Act, Act No 99 of 1987; SANS Code; Local Government environment. Skills & Knowledge: Research; communication; report writing and computer literacy.
<u>DUTIES</u>	:	Facilitate and support fire brigade services; Facilitate the implementation of key fire safety programs; Facilitate firefighting emergency plans; Facilitate the implementation of compliance mechanism on fire services; Coordinate the activities of fire services stakeholders support; Facilitate and support intergovernmental structures set up to coordinate the activities of fire services stakeholders in implementing fire services and related legislation, policy and frameworks.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 32/238</u>	:	<u>ASSISTANT DIRECTOR: BUDGET PLANNING & IMPLEMENTATION SERVICES REF NO: COGHSTA 13/22 (X2 POSTS)</u> Branch: Financial Management Services
<u>SALARY</u>	:	R382 247 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/Accounting/ Cost and Management Accounting. 3 years' Experience in Financial Administration. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act; PFMA; PFMA; National Treasury Regulation; Financial Reporting Standards. etc. Skills & Knowledge: Negotiation skills.; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Administration; Financial management System; Expenditure control; Estimating and Budgeting; Budget Control; Financial Compliances; Problem solving; Analytical skills; Report writing; Computer Literacy; Financial Planning; Financial Systems.
<u>DUTIES</u>	:	Facilitate budget planning; Facilitate budget implementation.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 32/239</u>	:	<u>ASSISTANT DIRECTOR: CREDITORS SERVICES REF NO: COGHSTA 14/22</u> Branch: Financial Management Services
<u>SALARY</u>	:	R382 247 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial management /B Com Accounting. Valid driver's license with exception for people with disability. Relevant experience of approximately 3 to 5 years Financial Administration. Core And Process Competencies: BAS; PFMA; PPPFA; Treasury Regulations; Batho Pele principles; Dora; Public Service Act; computer literacy and delegation of authority. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill.

<u>DUTIES</u>	:	Oversee the process of Orders and Creditors payments; Reconcile transaction of payment voucher; Recall Creditors payment; Maintain misallocation on BAS System; Manage unresolved queries.
<u>ENQUIRIES</u>	:	Ms. Mphati Mokgadi Tel No: (015) 294 2068
<u>POST 32/240</u>	:	<u>HOUSING SUBSIDY SYSTEMS ANALYST REF NO: COGHSTA 15/22</u> Branch: ISHS
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in IT. 2-3 years' experience. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA.e.t.c. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal, HSS Claims Management, Beneficiary and Contract Management.
<u>DUTIES</u>	:	Monitor the effective running of the Housing Subsidy System; Ensure efficient inert face of the Housing Subsidy System and Housing Subsidy System Portal; Updating the system with information on the approved contracts; Co-ordinate the normalization of housing beneficiaries; Capacitate municipalities and service providers on the usage of the housing subsidy portal; Reconcile HSS and BAS System, Run queries from Microsoft access and tables, to insure integrity of the information on HSS. Update Work In progress. Creation of HSS users. Able to respond to Audit quires relating to HSS system.
<u>ENQUIRIES</u>	:	Ms. Mphati Mokgadi Tel No: (015) 294 2068
<u>POST 32/241</u>	:	<u>LOCAL COORDINATOR: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 16/22 (X3 POSTS)</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Giyani Municipality Ellias Motswaledi Local Municipality Musina Local Municipality
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA / National Certificate in Community Development. 3 years' experience as community development worker. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Skills & Knowledge: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.
<u>DUTIES</u>	:	Supervise, identification, facilitation and implementation of integrated development interventions; Supervise and guide community development workers to enhance their performance on community; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development workers to ensure efficient and effective support service.
<u>ENQUIRIES</u>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<u>POST 32/242</u>	:	<u>COMMUNITY DEVELOPMENT WORKER REF NO: COGHSTA 17/22</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R211 713 per annum (Level 06)
<u>CENTRE</u>	:	Musina Local Municipality
<u>REQUIREMENTS</u>	:	Grade 12 or Equivalent Core and Process Competencies: Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; communication; Computer skill; Numeracy skill.

- DUTIES** : Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these needs to the relevant government structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Conduct ward profiling.
- ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

- APPLICATIONS** : Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- FOR ATTENTION** : Head of Department
- CLOSING DATE** : 16 September 2022 at 16:00
- NOTE** : Applicants are hereby invited from interested and suitably qualified persons to serve as an Independent Chairperson of the Risk Management Committee for a period of three (03) years. All applications must be accompanied by a comprehensive Curriculum Vitae/ Resume. Certified copies of Identity Document, qualifications as well as a driver's license, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

OTHER POST

- POST 32/243** : **INDEPENDENT CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE**
Branch: Office of the HOD
- SALARY** : Compensation will be in accordance with the rates as determined by National Treasury. In case the incumbent is a Chartered Accountant, SAICA rates will apply depending on approval given by the Executing Authority. Schedules in this regard are issued annually with a specific hourly or daily rates. All other refundable expenses are based on the department's related policies in line with National Treasury guidelines.
- CENTRE** : Polokwane
- REQUIREMENTS** : A Bachelor's Degree and a post-graduate Degree (NQF Level 7) in Auditing/ Risk Management/ Financial Management/ Accounting or Business Administration. 5 – 10 years' managerial experience in one or a combination of the following fields: Strategic Management, Risk Management and/or Auditing/ Financial, Anti-Fraud and Corruption environment, preferably in the Public Service. Previous experience of serving in the Risk Management Committee and /or Audit Committee will be advantageous. Qualifications as a CA/MBA/CIA will be an added advantage Competencies: The ideal candidate must be an independent external person, with excellent knowledge of Risk Management, Corporate Governance, PFMA and Treasury Regulations, Enterprise Wide Risk Management, COSO model and Public Sector Risk Management Framework. The applicant should not be serving on more than three (03) oversight committees.
- DUTIES** : The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge of his duties in respect of the risk management with an ultimate aim of achieving the Department's objectives. To chair all Risk Management Committee meetings. Ensure that the Committee meets its obligation to assist the Accounting Officer to discharge his/her duties in respect of risk management with an ultimate aim of achieving the department's objectives. Provide oversight on the review and monitoring of the implementation of risk management framework, policy charter and strategy within the Department. Provide guidance on the integration of risk management into planning, monitoring and reporting processes. Provide advise/ guidance on the setting of risk appetite and review risk appetite, tolerance level and antifraud measures. Lead the committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee and King IV Report on Corporate Governance. Provide proper risk management, together with aspects requiring improvement accompanied by Committee's recommendations to address such issues. Ensure implementation of risk

ENQUIRIES
NOTE

- maturity model. Perform any other duties of Risk Management Committee as specified in terms of reference (Committee Charter).
- : Mr David Kutama Tel No: 015 284 7139
 - : Term of Appointment: Appointment will be made for a period of three (03) years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full –time appointment. Risk Management Committee has four (04) statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Accounting Officer.

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

<u>APPLICATIONS</u>	:	All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X5005, Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building, Kimberley.
<u>FOR ATTENTION</u>	:	Ms. K. Moitsehang, Human Resources Tel No: 053 830 9459
<u>CLOSING DATE</u>	:	09 September 2022
<u>NOTE</u>	:	The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021.

MANAGEMENT ECHELON

<u>POST 32/244</u>	:	<u>DIRECTOR: REGIONAL HEAD REF NO: JTG 01/08/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Kuruman
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Public Management / Administration, or an equivalent qualification (NQF 7) as recognized by SAQA. Five (5) years 'middle Management experience with a thorough knowledge of National and Provincial legislations governing the Municipalities. An extensive experience of Local Government and Human Settlements. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Core competencies: strategic capability and leadership, People management and empowerment, Programmed and project management, financial and change management. A valid driver's license.
<u>DUTIES</u>	:	To provide strategic direction and support in the implementation of the mandate of the Department at district and municipal level. Manage the implementation of Human Settlements projects. Oversee and implement human settlements policy direction, housing development, and housing asset management. To implement and coordinate Governance services within the districts. Manage, facilitate, and provide Human Resource management and financial management to the district office. Provide professional planning support to stakeholders. Monitor and support district and local municipalities in the areas

ENQUIRIES
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of municipal administration and governance, municipal valuations, municipal performance reporting, municipal development planning and infrastructure development.

- : Mr. B.S. Lenkoe Tel No: (053) 830 9427
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course, please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

POST 32/245

- : **DIRECTOR: HOUSING ADMINISTRATION REF NO: HS 02/08/2022**
Branch: Human Settlements

SALARY
CENTRE
REQUIREMENTS

- : R1 073 187 per annum (Level 13), all-inclusive package
: Provincial Office (Kimberley)
: An appropriate Bachelor's degree in Finance/ Cost and Management Accounting/ Internal Auditing or equivalent qualification (NQF 7) as recognized by SAQA. Five (5) years 'middle Management experience in related field. A Strong understanding of Human Settlement Development issues and business administration. Exceptional ability to innovative thought, vision, drive and strong leadership. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation implementation and monitoring as well as approve record of accomplishment of leading Change Management initiatives. Knowledge of the Department's mandate and its relationship with National and Provincial, Business and other stakeholders. Knowledge of Government's human settlement policy and related programme. Proven high level of liaising, communication ability, and highly developed negotiations skills. A valid driver's licence.

DUTIES

- : The successful candidate will, manage the provincial title deeds programme, acquisition of land and manage the human settlements inventory and housing fund. Manage the effective utilisation and reporting of human settlements development grant (HSDG) and Informal Settlements upgrading partnership grant (ISUPG), facilitate and manage the housing subsidy system and reporting. Manage and coordinate the housing registry and administration of the housing fund, Manage and facilitate the 30-day payment of received invoices, manage the housing subsidy system (HSS), report on HSDG and ISUPG expenditure, manage the performance of staff in the component. Coordinate and manage the transfer of properties to beneficiaries and acquisition of land, Assist to coordinate the utilisation, review, update and reporting on human settlement inventory. Manage; coordinate the implementation of the Extended Public Works Programme (EPWP) incentive grant.

ENQUIRIES
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- : Mr. G.A. Booysen Tel No: (053) 830 9531
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course, please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

<u>POST 32/246</u>	:	<u>DIRECTOR: MUNICIPAL GOVERNANCE & ADMINISTRATION REF NO: CG 03/08/2022</u> Branch: Municipal Governance & Administration
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Provincial Office (Kimberley)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Public Management/Administration/Law or equivalent qualification with five (5) years of experience in middle management with a thorough knowledge of National, Provincial and Local Government legislation governing municipalities. Core competencies: strategic capability and leadership, People management and empowerment, Programmed and project management, financial and change management. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Ability to adapt to changes in work environment. Willingness to travel long distances when necessary. A valid Driver's license.
<u>DUTIES</u>	:	Manage the directorate of Municipal Governance and Administration which includes but not limited to monitoring and supporting municipalities on the establishment and functionality of governance structures (Municipal Council, Executive/Mayoral Committees, MPACs etc). Manage the composition, membership, operation, intervention in municipal councils and dissolution thereof. Monitor and support legislative compliance on municipal council matters (e.g. remuneration of Councillors and municipal electoral matters). Manage the compliance and enforcement of the Code of conduct for Councillors. Manage and facilitate conflict and dispute resolutions. Monitor the functionality of IGR and follow up on the implementation of decisions. Manage municipal international relations, and dispute resolution mechanisms/processes. Monitor and support compliance with anti-corruption measures. Monitor and support legislative compliance with municipal administrative matters on <i>inter alia</i> appointment/secondment of municipal senior managers, conditions of employment, remunerations and disciplinary processes of senior managers. Monitor and support the development and implementation of the staff establishment, appointment, conditions of employment and performance management. Manage and support municipal labour relations and the implementation of the Code of conduct for Staff. Support municipal skill development. Support municipalities with municipal legal matters.
<u>ENQUIRIES</u>	:	Adv. M. Manyeneng Tel No: (053) 830 2855
<u>NOTE</u>	:	With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . For more information regarding the course, please visit the NSG website: https://www.thensg.gov.za . The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

OTHER POSTS

<u>POST 32/247</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANTS/SERVICES REF NO: CG 04/08/2022</u> Branch: Municipal Infrastructure Development
<u>SALARY</u>	:	R744 255 per annum
<u>CENTRE</u>	:	Provincial Office (Kimberley)
<u>REQUIREMENTS</u>	:	National Diploma / Bachelor's degree in Civil Engineering or equivalent qualification with a minimum of 5 years' experience at junior management level. Knowledge of programme and project management; Project design and analysis; Legal and operational compliance as well as the creation of a high – performance culture; Communication skills; Problem solving and analysis skills; Decision making and conflict management skills; Research and development; Strategic capacity and leadership, Financial management and

	computer skills; Negotiation Skills; Applicable legislation prescripts in the Project Management field. A valid driver's licence.
<u>DUTIES</u>	: Co-ordinate and manage municipal infrastructure grants and infrastructure services; Co-ordinate and manage technical support pertaining to municipal infrastructure planning and development; Liaison/Facilitation with District and Local municipalities and other role players in MIG and Departmental Infrastructure projects; Advice Departments, Districts, Local municipalities and other Stakeholders on Procedural/technical and policy matters on infrastructure; Provide input with regard to Policy development and Management; Monitoring the progress of grant funding to Municipalities on project implementation; Monitor and support Municipalities on implementation of infrastructure programmes, Coordinate and manage project evaluation and approval processes; Liaise with CoGTA and other National/Provincial Departments on MIG and Departmental projects.
<u>ENQUIRIES</u>	: Ms. M. Booysen Tel No: (053) 830 2800
<u>POST 32/248</u>	: <u>DEPUTY DIRECTOR: LOCAL GOVERNMENT SERVICES REF NO: CG 05/08/2022</u> Branch: Co-operative Governance
<u>SALARY</u>	: R744 255 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	: ZFM Regional Office (Upington)
<u>REQUIREMENTS</u>	: National Diploma / Bachelor's degree in Public Administration/ Development Studies or equivalent qualification with 5 years' experience at junior management level. The successful candidate is expected to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Local Government Legislation (especially the Municipal Structures Act.) Monitoring and support techniques. Interpretation and analysis techniques. A valid driver's licence.
<u>DUTIES</u>	: The successful candidate will perform the following duties: Administer and implement selected provisions in the Local Government: Municipal Structures Act relating to governance, including the following: Monitor the functionality of Municipal Public Account Committees (MPACs) and other identified Committees of Council through data collection and convening of engagements with stakeholders. Support stakeholders (Municipalities, Provinces, SALGA, National Treasury) with capacity building programmes aimed at strengthening governance in municipalities. Monitor compliance and Public Participation with regards to annual Budget, reporting, and functionality of Municipalities. Manage Municipal Audit outcomes and coordinate Disaster Management in the Region. Manage and coordinate Municipal Infrastructure development and sustainable quality service delivery. Facilitate and coordinate Municipal Planning with regards to credible Integrated Development Plan, Spatial planning and land use management.
<u>ENQUIRIES</u>	: Mr. A. Phete Tel No: (054) 337 5901

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

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

<u>APPLICATIONS</u>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1 st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
<u>FOR ATTENTION</u>	:	Kegomoditswe Makaota Tel No: 018 200 8258
<u>CLOSING DATE</u>	:	09 September 2022 at 15H30
<u>NOTE</u>	:	<p>Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV or Academic record/transcript attached. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Copies of your educational qualifications need not be attached, and need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the above requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA, only when shortlisted. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.</p>

OTHER POSTS

<u>POST 32/249</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 26/2022/23</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R744 255 per annum. The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office-Mahikeng Grade 12 or equivalent plus, a Three-years National Diploma/Bachelors Degree/ (NQF level 6) as recognised by SAQA in Human Resource Management/Public Management /Public Administration or related relevant qualification. Five (5) to ten (10) years in-depth experience in the Human Resource Administration environment, of which three (3) years must be at Junior Management(Assistance Director)Level in Human Resource Administration. PERSAL Personnel and Leave Administration certificates are mandatory. A valid driving license. Knowledge: understanding of Public Service Act 1994 as amended, Public Service Regulations 2016, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations, Code of Conduct in the Public Service, Labour Relations Act, Employment Equity Act, Government Employee Pension Fund Law of 1996, Human Resource Management Policies & practices, Public Service Coordinating & Bargaining Council Resolutions, Vetting strategy, Performance Management and Development System (PMDS). Determination of Leave of absence in the Public Service, administration of Government Employee Housing Scheme (GEHS), Government Employee Medical Aid Scheme (GEMS).National & Provincial PERSAL policies. PERSAL access Security system. Employee Records Management & Archival systems. Skills: Ability to interpret and implement Policies. Assertiveness. Work ethics and integrity. Ability to adhere to strict deadlines. Ability to work under pressure, independently, and must be willing to work irregular hours. Analytical. Organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Ability to perform on PERSAL system, and as PERSAL controller. Pension Case Management system. Good interpersonal relations. Computer skills (Micro-Soft Word, EXCEL & PowerPoint etc).Excellent communication skills (written and verbal).
<u>DUTIES</u>	:	Develop, and review Human Resources Administration policies. Develop guidelines and procedures to ensure appropriate recruitment and selection process within the department. Oversee management and implementation of Human Resource Administration policies and procedures with regard Recruitment, Selection Processes, and Conditions of service benefits. Manage the placement of job advertisement on relevant advertising media. Development and monitoring of recruitment project plan. Facilitation of appointments on PERSAL system. Management of the life cycle events of employees with regards to promotions, transfers, relocations & movements etc. Facilitate Personnel suitability checks (References/pre-employment screening/ security clearance and verification of qualifications).Provide technical advice on matters affecting recruitment, selection, and Conditions of service benefits in the department. Facilitate the request for approval of retention of personnel. Provide support services and advise to Senior Managers and Middle Managers on the benefits and implications of structuring salary packages. Manage conditions of service benefits - (Service terminations, Leave management, Resettlements, Long service award & discounting, Leave gratuity, Overtime and other remunerative allowances etc). Ensure effective implementation of Housing allowance in terms of directive on Government Employee Housing Scheme (GEHS).Facilitating administration of pension benefits in terms of Pension Laws. Ensure compliance to DPSA & National Treasury (PERSAL) prescripts, by executing functions for HRM controlling in the PERSAL system, allocating PERSAL users security access. Registering of System Change Control (SCC).Attend and respond to Audit requirements & findings, develop audit action plans, and address audit findings on matters affecting the recruitment, selection and conditions of service benefits. Oversee turn-around times on submissions, on matters affecting recruitment, selection process & Conditions of service benefits, and take remedial steps. Contribution to reports

(Risk Register, operational plan, Audit committee, Annual performance plans, Anti-corruption & Ethics, Procurement/Demand plans etc). Ensure effective and efficient employee records management. Maintain discipline and facilitate training of officials in the sub-directorate. Performance Management & development in the sub-directorate.

ENQUIRIES : Ms VT Leteane Tel No: 018 200 8055/56

POST 32/250 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: 27/2022/23**
Directorate: Information Communication Technology

SALARY : R744 255 per annum. The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : Head Office-Mahikeng
REQUIREMENTS : Grade 12 certificate or equivalent plus three (3) years National Diploma or Bachelors Degree in Records Management, Information Science or related qualification. Five (5) to Ten (10) years relevant work experience in records management environment of which three (3) years must be at a junior management level (Assistant Director). Successful completion of Records Management Course with National Archives and Records Services. Successful completion of a security screening with State Security Agency. Knowledge: Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA). Ability to work under pressure. Valid drivers' licence. Sound written and verbal communication skills.

DUTIES : Coordinate records management related services in the department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records inspections in the department. Coordinate the systematic records disposal programme. Supervise Records Management staff. Develop, implement and maintain the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal information Act, and Promotion of Access to Information Act / Manual. Ensure that financial, human and physical resources are managed efficiently, effectively and economically in accordance with Government policies, acts and prescripts.

ENQUIRIES : Mr S Matlhako Tel. No: 018 388 3697

POST 32/251 : **SENIOR LEGAL ADMINISTRATION OFFICER –MR 6 REF NO: 31/2022/23**
Directorate: Legal Services

SALARY : R480 927 per annum, (OSD)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Grade 12 Certificate or equivalent plus LLB Degree or equivalent relevant qualification. At least Eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driving license and willingness to travel. Knowledge: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. Skills: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.

DUTIES : Study the impact and implications of Legislations and Regulations and advice the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal

		advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.
<u>ENQUIRIES</u>	:	Mr PSP Namate Tel No: 018 200 8165/7
<u>POST 32/252</u>	:	<u>ASSISTANT DIRECTOR: GOVERNMENT FLEET ADMINISTRATION</u> <u>SERVICES REF NO: 28/2022/23</u> Directorate: Government Motor Fleet
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 orequivalent, plus Three years National Diploma/Bachelor's Degree in Public Administration/Administration/Transport Management environment or equivalent. Three (3) to Five (5) years relevant working experience in Government Fleet Management, of which Two (2) years must be at Supervisory Level. Unendorsed Driver's license EB. Knowledge: Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract administration, RT46, RT57, RT58, RT62, RT68 and RT70. Understanding of Public Service Policies. Rules and regulations including inter alia the Public Service Act, Public Service Regulations. PFMA, Treasury Regulations and other related prescripts. An in depth knowledge of Accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. Skills: Computer literacy (Microsoft Office, Vehicle Management System); policy development. Interpretation and implementation. Presentation skills; Ability to work independently and under pressure; ability to serve and communicate with government executive management; Proven management ability and attributes of dynamic leadership skills; Ability to maintain positive interpersonal relations and to work well as part of a team; Problem solving abilities. Proven skills in report writing, Basic accounting skills relating to management of budget compilation; excellent verbal and written communication skills.
<u>DUTIES</u>	:	Maintain credible Fleet Asset Register. Render Fleet Procurement Services. Ensure timeous registration, licensing and allocation of new fleet. Administer RT46 Contract. Administer Transversal and related contracts. Manage employee driver training unit. Assist in compiling the yearly budget. Provide information required on audit queries from internal and the Auditor General. Develop Policies and procedure manuals on the acquisition, utilization and withdrawal of government fleet. Implement measures that would enforce compliance to policies. Provide management support to the Deputy Director. Manage the activities of the Sub – Directorate, Fleet Services. Introduce system of internal control to prevent the incurrence of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure. Provide staff performance management and maintenance of discipline.
<u>ENQUIRIES</u>	:	Mr PTMosiane Tel No: (018) 200 8072
<u>POST 32/253</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT PLANNING AND COORDINATION</u> <u>REF NO: 29/2022/23</u> Directorate: Transport Planning and Policy Development
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Ngaka Modiri Molema District
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Transport Economics/Transport Management Environment. Three (3) to Five (5) years' experience inLand Transport Planning Processes, Legislation and Policy Development environment, of which two (2) years must be at supervisory level. Project Management Course will be an added advantage. Valid Code EB (08) Driver's License. Knowledge: Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy 1996. Understanding of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN) and Provincial Land

		Transport Framework (PLTF). Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Skills: Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently, and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making.
<u>DUTIES</u>	:	Manage and coordinate Transport Planning Processes within Provincial and Municipal development planning processes. To coordinate, update and implementation of the Provincial Land Transport Framework (PLTF). Participate in the Provincial, District and Local Municipalities Transport Forums. Manage migration of integrated Transport plans into Municipal Integrated Development Plans. Manage integration of Transport planning and Land-use planning and management. Participate in Municipal Strategic planning structures. Liaise with external and internal stakeholders and represent the Sub-Directorate on various Committees and task teams related to planning and coordination. Project management by assisting with internal projects with specific reference to Transport planning needs assessment, strategy and project planning, project monitoring, evaluation and Municipality regarding all issues of transport. Support the Directorate on Administration and management of the Division. Transport planning and coordination responsible for Ngaka Modiri Molema District Municipality through periodic development, monitoring and assessment of the managed. Coordinate transport planning projects within the Sub-Directorate. Perform and guide any other function related to Transport Planning. Manage the allocated budget of Projects.
<u>ENQUIRIES</u>	:	Mr S Molotsi Tel No: 018 200 8198
<u>POST 32/254</u>	:	<u>CHIEF PROVINCIAL INSPECTOR REF NO: 30/2022/23</u> Directorate: Law Enforcement Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10) Bapong Traffic Control Centre, Ganyesa Andmogwase Traffic Stations Grade 12 certificate or equivalent, the Basic Traffic Diploma, with Three years Tertiary qualification/National Diploma/ Bachelors Degree or Relevant equivalent qualification. Three (3) to five (5) years supervisory experience. Seven (7) to ten (10) years working experience in the Road Traffic Law enforcement field, A valid relevant driving license (A and EC), and no criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislations, Vehicle inspections/impoundment; Completion of law enforcement documents. Skills: Records management. Customer relationship management. Planning; organizing; leading; controlling; people management. verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational /Project Management.
<u>DUTIES</u>	:	Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road Safety through effective and efficient law enforcement by effective leadership and supervision of subordinates.
<u>ENQUIRIES</u>	:	Mr. P J Stone Tel No: (018) 381 9110/9104
<u>POST 32/255</u>	:	<u>ASSISTANT DIRECTOR: ROAD SAFETY EDUCATION REF NO: 32/2022/23</u> Directorate: Road Safety Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Dr Kenneth Kaunda- Potchefstroom Grade (12) certificate or equivalent plus three (3) year National Diploma/Bachelors Degree in Education / Communications with specialization in Road Safety Management/ Road Traffic Safety Education or equivalent. A postgraduate degree with research will be added as an advantage. Three (3) to Five (5) years relevant work experience in Road Safety Management/ Education and Communications field environment of which two (2) years must

		be at supervisory level. Code 08/ EB Driver's License. Knowledge: Road Safety Education policies and procedures. Public Service prescripts. Financial Management principles. Project Management. Understanding of the current school curriculum. Skills: Proven administrative, communication and presentation skills. Report writing and negotiation skills. Computer literacy. Conflict resolution skills. The ability to interact professionally and effectively with diverse stakeholders Meeting procedures. Presentation and coordination. Report writing. Computer Literacy.
<u>DUTIES</u>	:	Manage the implementation of Road Safety Education Programmes and projects. Manage the Implementation of road safety awareness campaigns and community engagement projects. Identify and analyse road safety needs within the District. Identify and interact professionally and effectively with diverse stakeholders within the District.
<u>ENQUIRIES</u>	;	Ms S Tsoeute Tel No: 018 293 6540
<u>POST 32/256</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: 33/2022/23</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus three (3) year National Diploma/Bachelors Degree in Public Administration /Public Management/Supply Chain Management/Logistic Management/Financial Management or related. Three (3) to Five (5) years work experience in Supply Chain Management, preferably in Acquisition Management Unit of which two (2) years must be at supervisory level. Knowledge: Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations Act.Skills: Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution.
<u>DUTIES</u>	:	Develop, design, implement and manage acquisition management processes and systems as well as internal controls, and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with the policies and prescript. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsible managers to ensure compliance with supply chain management prescripts and guideline. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate. Supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System.
<u>ENQUIRIES</u>	:	Mr. Sipho Maduma Tel No: 018 200 8058
<u>POST 32/257</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 34/2022/23</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office-Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, plus three (3) year National Diploma/Bachelors Degree in Human Resource Management/Public Management/Public Administration or related relevant qualification. A Three (3) to Five (5) years work experience in Conditions of Service benefits of which two (2) years must be at supervisory level in Conditions of Service benefits. PERSAL Certificate in Leave and PERSAL Personnel Administration are mandatory. A valid driver's license. Knowledge: Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, Labour Relations Act, Government Employee Pension Fund Law of 1996, Public Finance Management Act, Human Resource Management Policies & practices, PSCBC Resolutions, Determination on Leave of absence in the Public Service, Government Employee Housing Scheme(GEHS), Government Employee Medical Aid Scheme(GEMS).On-line submission of

		Pension applications on Pension Case Management(PCM). Skills: Ability to interpret Policies. Practical experience in PERSAL System, and Pension Case Management. Skilled in the Micro-Soft Word, EXCEL & PowerPoint. Excellent communication skills (written and verbal).Ability to work under pressure, independently, in a team and working awkward hours. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.
<u>DUTIES</u>	:	Develop, implement and review HRM policies related to Conditions of service benefits. Manage and monitor the implementation of conditions of service and benefits such as Leave, resettlement, medical aid, long service award & recognition, leave gratuity, housing allowance, overtime etc in terms of applicable PSCBC resolutions. Auditing capped leave days & conduct leave reconciliation process. Monitor PERSAL Suspense file. Prepare requests for registering of System Change Control (SCC). Manage the implementation of service termination process and exit interviews. General administration of Pension matters. Process admission to Government Employee Pension Fund. Administer processing of nomination of beneficiaries. Effective and timeous approval, and authorisation of PERSAL transactions. Effective On-line approval of Pension Case Management transactions. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports with regard to operational plans, Risk management registers, and Audit Action plans etc. Manage human resources administration enquiries to ensure the correct implementation of Human Resource Management policies and practices.
<u>ENQUIRIES</u>	:	VT Leteane Tel No: 018 200 8056/55
<u>POST 32/258</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RECORDS REF NO: 35/2022/23</u> Directorate: Information Communication Technology
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office-Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus three (3) year National Diploma / Bachelors Degree in Records Management, Information Science or related qualification. Three (3) to Five (5) years relevant work experience in records management environment of which two (2) years must be at supervisory level. Successful completion of Records Management Course with National Archives and Records Services. Successful completion of a security screening with State Security Agency. A valid drivers' licence. Knowledge: Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA). Skills: Ability to work under pressure. Sound written and verbal communication skills.
<u>DUTIES</u>	:	Organise records management related services in the department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct inspections on employee records. Implement the systematic records disposal programme. Supervise Records Management staff. Implement the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal Information Act and Promotion of Access to Information Act / Manual.
<u>ENQUIRIES</u>	:	Mr S Matlhako Tel No: 018 388 3697
<u>POST 32/259</u>	:	<u>ASSISTANT DIRECTOR (NATIS AUDIT TRANSACTION) REF NO: 36/2022/23</u> Directorate: Transport Administration and Licensing
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office -Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent, plus a three (3) year National Diploma/Bachelors Degree in Public Administration /Internal Audit or related. Three (3) to five (5) years' working experience in NaTIS environment, of which three (3) years must be at supervisory level. Valid driving Licence. Knowledge: National Traffic Information System, Public Finance Management Act, National Road Traffic Act, Treasury Regulations, Municipal Finance Management Act, and Performance management development system. Skills: Good Communication (Verbal and written), Report writing and Computer Literacy

		skills. Presentation skills and good interpersonal relationship, Problem solving, ability to work in a team as well as independently. Decision making.
<u>DUTIES</u>		Manage the performance of NaTIS Transactional and procedural audit at all registering authorities, and driving licence testing centre. Conduct schedule inspections at all registering authorities to ensure compliance with National Road Traffic Act. Compile management report on the findings/outcome of audits inspections .Conduct periodic and /or adhoc audits on implementation of service level Agreement and Provincial NaTIS director. Manage key responsibilities of the subordinate
<u>ENQUIRIES</u>	:	Ms Eunice Leeuw Tel No: 018 388 1109
<u>POST 32/260</u>	:	<u>ASSISTANT DIRECTOR (NATIS REVENUE RECONCILIATION) REF NO: 37/2022/23</u> Directorate: Transport Administration and Licensing
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent, plus three (3) year National Diploma/Bachelors Degree in Public Administration/Financial Management or related. Three (3) to five (5) years' working experience in NaTIS Revenue Reconciliation environment, three (3) years must be at supervisory level. Valid driving Licence. Knowledge: Knowledge of Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and Performance management development system. Skills: Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and good interpersonal relationship, Problem solving, ability to work in a team as well as independently.
<u>DUTIES</u>	:	Manage accounts and control all NaTIS Revenue collected. Manage and compile monthly and quarterly reports from system generated information. Manage the compilation of revenue collection certificate. Perform general administration duties in support of registering authorities. Ensure the performance of reconciliation functions in relation to RTMC levies. Render the NaTIS revenue reconciliation support services to Registering Authorities and Drivers Licence Testing Centres (DLTC's). Manage the audit process in relation to the NaTIS revenue. Manage key responsibilities of staff within the division.
<u>ENQUIRIES</u>	:	Ms Eunice Leeuw Tel No: 018 388 1109
<u>POST 32/261</u>	:	<u>ASSISTANT DIRECTOR: OPERATOR LICENCE & PERMITS REF NO: 38/2022/23</u> Directorate: Operator License and Permits
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng - Ngaka Modiri Molema District
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent, plus a three year National Diploma/Bachelor's Degree in Transport Management environment or related. Three (3) to Five (5) years relevant working experience in Operator License and Permits, of which Two (2) years must be at Supervisory Level. Valid Drivers license (Code 8). Knowledge: Knowledge of the National Land Transport Act No.5 of 2009 and National Land Transport Regulations of 2009, Public Finance Management Act (PFMA), Revenue Act, Public Service Act and Regulations. Knowledge of Public Service Prescripts. Skills: Computer literacy (familiar with the use of Operating License Administration System (OLAS) and Registration Administration System (RAS) and Natis). Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Filing system skills. Creative, Assertive and Confident approach. Reliable and ability to work under pressure and Ability to work as an individual and as a team.
<u>DUTIES</u>	:	Administer, monitor and oversee the business flow of the district. Prepare and advice the Provincial Regulatory Entity (PRE) on all matters to be adjudicated including Transport Appeal Tribunal (TAT) matters. Offer Secretariat services to PRE. Compile monthly and quarterly reports. Administer and report on the usage of face values. Daily review of Operating License Administration System (OLAS) report, and verify whether all cash received has been deposited accordingly. Once every week prepare statistics of number of operating licenses issued and consolidate at the end of the month. Supervise key performance of the managed.

<u>ENQUIRIES</u>	:	B Bopalamo Tel No: 018 3819100
<u>POST 32/262</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY REF NO: 39/2022/23</u> Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest. Directorate: Human Resource Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, plus Three (3) years Tertiary qualification in Human Resource Management/ Public Administration /Public Management or related qualification. Three to five (3 – 5) years practical experience in the Human Resource Planning and Employment Equity Environment. Two (2) years `s experience at Supervisory level in the Human Resource Planning and Employment Equity Environment. At least Introduction to the PERSAL system certificate should be attached. Knowledge: Knowledge and experience in the application of prescripts/ legislative frameworks that govern Human Resource Management in the Public Service Environment, including but not limited to the Employment Equity Act 55 of 1998. Knowledge of the PERSAL System. Skills: Excellent verbal and written communication skills, problem solving and computer literacy. Strong planning, coordination and presentation skills. Analytical/ innovative thinking, problem solving skills and Excel Spreadsheets.
<u>DUTIES</u>	:	Development and review of policies related to the HR Planning and Employment Equity functions. Develop Standard Operating Procedures related to HR Planning and Employment Equity. Develop and Monitor the MTEF HR Plan and submit to the relevant oversight bodies. Facilitate the establishment of the HR Planning Committee in line with the prescribed prescripts and ensure that meetings take place. Develop the Human Resource Plan Implementation Report in line with the prescribed directives. Submit the HR Plan Implementation Report to the relevant oversight bodies. Develop and review the Employment Equity Plan of the Department. Facilitate the establishment of the Employment Equity Committee and ensure that meetings take place. Ensure that the set targets are met in terms of the Employment Equity Plan. Compilation of monthly, quarterly and annual reports relating to HR Planning and Employment Equity. Develop and manage the Public Administration Delegation of Powers and keep the Delegation Registers in line with the relevant prescripts. Submit all reports related to the Delegations of Power to the respective oversight bodies. Management and development of key responsibilities of employees related to the HR Planning and Employment Equity.
<u>ENQUIRIES</u>	:	Mr BP Motshabi Tel No: 018 200 8270
<u>POST 32/263</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: 41/2022/23</u> Directorate: Strategic Planning, Monitoring and Evaluation
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Head Office-Mahikeng
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Public Management/Business Administration or equivalent qualification at (NQF level 6) as recognized by SAQA. Two (2) to Five (5) years work experience in Monitoring and Evaluation environment. Qualification in Monitoring and Evaluation will be an added advantage. A valid driving license. Knowledge: Knowledge in National Monitoring and Evaluation Frameworks., Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Code of conduct, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele). Knowledge in administrative procedures and systems. Basic knowledge of financial administration. Skills: Listening skills. Presentation skills .Analytical thinking. Interpersonal relations .Computer skills .Strategic planning skills. Organisational skills. Research skills. Analytical skills. Leadership skills. Time management. Report writing skills. Problem solving skills. Communication

		skills. Conflict management skills. People management skills. Relationship Management. Decision Making. Facilitation skills.
<u>DUTIES</u>	:	Collection and collation of performance information. Monitoring and validation of performance information. Monitor the implementation of the operational plan, and the annual performance plan. Assist in the compilation of monthly, quarterly and annual reports. Assist in the analyses of reports from Programmes. Analysis of performance and trends against planned targets and milestones. Capturing of reported performance information in to the Provincial and EQPR systems. Management of resources and administrative related duties.
<u>ENQUIRIES</u>	:	Mr M Moiloa Tel No: 018 200 8376
<u>POST 32/264</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (INTERNAL REGISTERING AUTHORITIES) REF NO: 43/2022/23</u> Directorate: Transport Administration and Licensing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Ngaka Modiri Molema - Molopo Registering Authority Grade 12 Certificate or equivalent, plus three (3) year National Diploma/Bachelors Degree in Public Administration/Management/Financial Management or related. Two (2) to Five (5) years' working experience in NaTIS Motor Vehicle Administration environment. Valid driving Licence. Knowledge: Knowledge of Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and other Public Service related legislations. Skills: Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and good interpersonal relationship, Problem solving, decision making, Planning and organising ability to work in a team as well as independently.
<u>DUTIES</u>	:	Render the supervision services within the Registering Authorities. Provide and supervise the efficient assistance to the customers and other NaTIS users. Administer the collection of money for registration and licensing of motor vehicles. Reconcile cash collected/drop box slips/debit cards against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds are safely kept during the day. Check transactions documents performed by cashiers against the system generated information report (RD324).Account for all Face Value Documents. Ensure compliance to NRTA 93 of 1996, and Help desk procedure-Minimum Requirements for Sensitive Transaction (RT1194KA).Ensure that the necessary equipment's, stationary and cleaning materials are available at all times. Manage the performance development of staff members in the unit. Compile monthly reports.
<u>ENQUIRIES</u>	:	Ms I Senokwane Tel No: 018 388 1231
<u>POST 32/265</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (MOTOR VEHICLE ACCIDENT MANAGEMENT) REF NO: 44/2022/23</u> Directorate: Government Motor Fleet Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Head Office –Mahikeng A Grade 12 Certificate or equivalent, plus three years National Diploma/Bachelor's Degree in Public Administration /Management/Transport Management or related. Two (2) to Five (5) years relevant working experience in motor vehicle Accidents. Valid Driving license. Knowledge: Knowledge of Public Service Prescripts. Knowledge of Public Finance Management Act, Treasury Regulations. Knowledge of Transport Circular No.4 of 2000. Knowledge of Road Traffic Management Act. Skills: Computer literacy. Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Ability to work as an individual and as a team.
<u>DUTIES</u>	:	Administration of motor vehicle accidents with regard to pool vehicles within the Province. Referral of Motor vehicle accidents matters to legal services for legal opinion. Organizing and attending consultation of all motor vehicle accidents within the province as per request from Legal Service and the Office of the State Attorney. Sourcing and submission of any information requested by legal services, and the Office of the State Attorney. Completion of stop order

		forms and acknowledgement of debt. Perform any other administrative duties that would assist in improving service delivery. Provide Supervisory duties. PTMosiane Tel No: 018 200 8072
<u>ENQUIRIES</u>	:	
<u>POST 32/266</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: 58/2022/23</u> Directorate: Government Motor Fleet
<u>SALARY</u>	:	R308 826 per annum, (OSD)
<u>CENTRE</u>	:	Dr. Ruth Segnnumomotsi Mompoti Government Fleet
<u>REQUIREMENTS</u>	:	Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driving license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. Skills: People management skills and management of technical services.
<u>DUTIES</u>	:	The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.
<u>ENQUIRIES</u>	:	Ms I Masilabele Tel No: 053 9273762
<u>POST 32/267</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: 59/2022/23</u> Directorate: Government Motor Fleet
<u>SALARY</u>	:	R308 826 per annum, (OSD)
<u>CENTRE</u>	:	Bojanala Government Fleet
<u>REQUIREMENTS</u>	:	Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driving license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. Skills: People management skills and management of technical services.
<u>DUTIES</u>	:	The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.
<u>ENQUIRIES</u>	:	Mr J Leeuw Tel No: 014 5235727
<u>POST 32/268</u>	:	<u>ADMIN OFFICER: GENDER FOCAL POINT AND DIVERISTY MANAGEMENT REF NO: 56/2022/23</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent, plus three (3) years National Diploma /Bachelors Degree in Public Management & Governance, Humanitarian Studies, Psychology, Social Sciences, Certificate in Gender/Youth Development/ Disability studies or related field or equivalent qualification. Two (2) to Three (3) years work experience in special programme or related environment. Knowledge: Sound knowledge of relevant legislations and policies, Transformation agenda in the public service, knowledge of

		International conventions/agreements on targeted groups. Skills: Excellent communications (written and verbal) skills, Good interpersonal skills, proven presentation skills, financial management and leadership skills, project management skills, Computer literacy (MS word, MS Power point, Ms Excel), Monitoring and evaluation and reporting skills, ability to conduct research, project management and administration skills, good organizational skills, Human relation skills, Problem solving and conflict resolution skills, service and result orientated. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals. Ability to work independently and within a team.
<u>DUTIES</u>	:	Support the compliance with National and Provincial Policy Framework on transformation programmes (Gender, youth, Children, Older persons and People with disabilities). Coordinate implementation of Employment Equity in the Department. Provide administrative support for implementation of transformation workshops awareness programmes and meetings. Facilitate and identify transformation programmes and empowerment interventions. Support the implementation of transformation programmes and activities. Facilitate, monitor and evaluate on the attainment of policies, programmes, strategies and set departmental targets.
<u>ENQUIRIES</u>	:	Ms G Tshepe Tel No: 018 200 8152
<u>POST 32/269</u>	:	<u>RISK PRACTITIONER: COMBINED ASSURANCE REF NO: 60/2022/23</u> (One Year Fixed Term Contract) Directorate: Risk and Integrity Management
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus, Three (3) years Qualification in Risk Management or Auditing. Three (3) to five (5) years' experience in Risk Management or Internal/ external auditing. Affiliation with relevant professional bodies (IRMSA, IIA, etc.) will be an added advantage. Valid driving License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication. Self-driven and Assertiveness.
<u>DUTIES</u>	:	Assist in the review and/or development of the combined assurance policy and framework. Develop and implement combined assurance tools and templates. Coordinate the activities of the combined assurance form. Conduct employee educational and awareness programmes on combined assurance. Analyse reports from other assurance providers and compile a report for management review.
<u>ENQUIRIES</u>	:	Ms. M.G Mothibedi Tel No: 018 200 8005/7
<u>POST 32/270</u>	:	<u>RISK PRACTITIONER: BUSINESS CONTINUITY REF NO: 61/2022/23</u> (One Year Fixed Term Contract) Directorate: Risk and Integrity Management
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus, Three (3) years Qualification in Risk Management or Auditing. Three (3) to five (5) years' experience in Risk Management or Internal / external auditing. Affiliation with relevant professional bodies (IRMSA, IIA, etc.) will be an added advantage. Valid driving License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication Self-driven and Assertiveness.
<u>DUTIES</u>	:	Assist in review/development of Business Continuity Management framework/policy and implementation plans. Conduct Business Impact Analysis and identify and assess BCM related risks, Coordinate and facilitate the development and review BCM strategy/plans, Coordinate the testing of

		business continuity plans and update the plans accordingly. Create BCM awareness to all officials, Monitor implementation of Business Continuity Management Implementation Plan. Assist with the compilation of quarterly reports for presentation to Management and RMC.
<u>ENQUIRIES</u>	:	Ms. N Ramafi Tel No: 018 200 8382/8062
<u>POST 32/271</u>	:	<u>EVALUATION EXPERT REF NO: 62/2022/23 (X1 POST)</u> (Period of 12 Months) Directorate: Strategic Planning, Monitoring and Evaluation
<u>SALARY</u>	:	The compensation of the Evaluation Expert will be done as per the National Treasury's determination. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department's related policies and in line with the National and Provincial Treasury guidelines.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent, Master's degree or equivalent in Public Policy, Transport Economics, Monitoring and Evaluation, Development Studies, Public Administration or related social science fields combined with work industry experience. Valid driving licence. Experience: Research skills, at least 2 to 3 years of relevant professional experience in the Evaluations field, excellent oral and written communication skills in English, technologically literate, experience in designing, implementing, and operating project M&E systems from project initiation to close out stages. Knowledge of the National Development Plan (2030), Public Finance Management Act, (1999), Public Service Act (1994) and the National Evaluations Policy Framework (2019). Competences: Objective and independent. Analytical. Innovative. Ethical. Ability to work with other people, harness and build on their ideas.
<u>DUTIES</u>	:	Provide technical support on evaluation studies; assist with the development data collection tools and analysis as well as evaluation report writing. Assist with the development of the Departmental Evaluation Plan. Assist with the selection of evaluations for the three year and annual evaluations plans. Review the methodical quality of evaluations conducted in line with the departmental evaluation plan.
<u>ENQUIRIES</u>	:	M.J Moiloa Tel No: 018 200 8376
<u>NOTE</u>	:	As guided by the National Evaluations Policy Framework 2019, the Department of Community Safety and Transport Management is expected to amongst others: implement the National Development Plan vision 2030 through the development of sector-specific and outcome-specific medium-term plans and delivery agreements, monitor and evaluate the implementation of these plans. Develop and implement the annual evaluations plan and support the national evaluations system. Promote good planning, monitoring and evaluation practices in government. Thus, the department calls for qualified and interested persons to serve on the Departmental Evaluation Technical Working Group (DETWG).Terms Of Appointment: A suitable and qualified person will be appointed for a period of 12 months. Thereafter, the Accounting Officer may or may not renew the period for another term. Please note that this is not a full-time position. The Departmental Evaluation Technical Working Group (DETWG) will hold meetings on a monthly basis for the duration of the said term. Additional meetings may be convened as and when necessary.

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

- 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** : 12 September 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POST

- POST 32/272** : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES (FINANCIAL RECORD KEEPING AND ANALYSIS) REF NO: AGR 05/2022 R1**
Re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Agricultural Management as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: Knowledge of economic and financial analytical techniques. Competencies: Knowledge of the clear articulation of the challenges faced by the agricultural sector in relation to production economics; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

- DUTIES** : Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Perform agricultural economic studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to financial record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions; Contribute to the management of the division which include recruitment, supervision and performance appraisal as well as budgeting.

- ENQUIRIES** : Dr M. Mjonono at Tel No: (021) 808 5200

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** : 12 September 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 32/273 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CAS 21/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree in Supply Chain Management, Public Management, Public Administration or Business Management; A minimum of 3 years supervisory level experience in a demand and acquisition management working environment. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Supply Chain Management framework; Financial Systems; General Conditions of the Contract and Contract Management Guidelines; Preferential Procurement Policy Framework Act and regulations; BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Proven computer literacy; Written and verbal communication skills; Report writing skills; Ability to work independently and as part of a team.

DUTIES : Coordinate, review, research, analyse and plan the procurement needs of the department; Coordinate review, collect and collate information for the annual procurement plan; Supervise and compile tender/quotation specifications as required; Coordinate, review and execute the bidding process; Supervise employees to ensure an effective demand and acquisition management; Management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms L Sawall at Tel No: (021) 483 8032

POST 32/274 : **ASSISTANT DIRECTOR: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 23/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) majoring in Information Management Systems; A minimum of 3 years supervisory experience in archival, records management or electronic content management. Recommendation: Qualification in Archives and Records Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Managing electronic databases; Automated storage and retrieval systems, electronic records, database design and electronic publications; Legislation, policies and procedures of the Western Cape Archives and Records Service; Relevant Public Management practices; Financial Management and supply chain management services; Public service reporting structures; Strategic planning; Meeting procedures; Skills needed: Organising, problem solving, research; Communication (written and verbal) skills.

DUTIES : Management and administration of the E-Records Management Division; People management; Approval of electronic records management systems; Development and maintenance of electronic records management systems;

		Audits of electronic records management systems; Guides and directives: compilation and update.
<u>ENQUIRIES</u>	:	Ms J Hogg at Tel No: (021) 483 0402
<u>POST 32/275</u>	:	<u>SYSTEM ANALYST: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 25/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-degree or higher) in Information Technology; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Legislation, policies and procedures of the Western Cape Archives and Records Service; Skills needed: Written and verbal communication skills; Research; Analytical and strategic thinking; Proven computer literacy.
<u>DUTIES</u>	:	Ensure efficient analysing of systems; Analyse and evaluate existing or proposed systems; Ensure efficient implementation and maintenance of internal operating systems, hardware and software; Skills development and administration.
<u>ENQUIRIES</u>	:	Ms J Hogg at Tel No: (021) 483 0402
<u>POST 32/276</u>	:	<u>ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: CAS 20/2022</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Job knowledge; Interpersonal relations; Flexibility; Teamwork; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, MS Teams); Good verbal and written communication; Planning and organising.
<u>DUTIES</u>	:	Administer leave and overtime for the component; Administer mobile phone claims as well as subsistence and travel claims; Administer petty cash requests within the component; Responsible for asset management (disposal and transfer thereof); Monitor incoming and outgoing correspondence for the component; Assisting with the Annual Funding Programme / processes; Render assistance with projects and administration of the public entity; Ensuring the confidentiality of files and filing systems; Render support to the procurement team regarding the drafting of specifications and capturing on the Logistical Information System.
<u>ENQUIRIES</u>	:	Ms F Hunter at Tel No: (021) 483 9699

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.

<u>NOTE</u>	:	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.
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OTHER POSTS

<u>POST 32/277</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 (MEDICAL: RADIOLOGY)</u>
<u>SALARY</u>	:	R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate experience that allows registration with the Health Professions Council of South Africa (HPCSA) as Specialist in Radiology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Radiology. Competencies (knowledge/skills): Excellent team player. Extensive experience and clinical expertise in Paediatric Radiology and component imaging modalities. Strong record of clinical governance, research, teaching and training at under- and post-graduate levels in Paediatric Radiology. Excellent managerial, interpersonal, leadership,

	administrative, communication, analytical and problem-solving skills. Ability to supervise training and mentorship of junior radiologists. Skills within interventional Radiology are desirable.
<u>DUTIES</u>	: The person appointed to this position will assume responsibility as the operational head for Paediatric Radiology at Red Cross War Memorial Children's Hospital and thus: Take overall responsibility for functioning of the comprehensive Paediatric Radiology service at Red Cross War Memorial Children's Hospital reporting to the hospital Medical Manager and to the Head of Division at the University of Cape Town. Provide supervision of clinical service delivery and leadership within Paediatric Radiology so as to provide excellent clinical services and oversee clinical governance. Responsible for a strong academic program within the wider Radiology teaching program with relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines, in order to support the delivery of best practices for patient care. Responsible for Corporate governance and all management activities, including the functional business unit to maintain quality outputs and optimal use of resources, both financial and otherwise. Coordinate and participate in outreach programmes to the facility's drainage area. Coordinate and manage after-hours support for paediatric Radiology services.
<u>ENQUIRIES</u>	: Prof J Parkes Tel No: 021 404 4265; Email: jeannette.parkes@uct.ac.za Dr N Beyers Tel No: 021 658 5788, Email: nellis.beyer@westerncape.gov.za
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 09 September 2022
<u>POST 32/278</u>	: <u>MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R1 122 630 per annum Grade 2: R1 283 592 per annum Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Worcester Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthetics. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines, and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.
<u>DUTIES</u>	: Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
<u>ENQUIRIES</u>	: Dr C van der Westhuizen Tel No: (023) 348 110
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. 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>	:	09 September 2022
<u>POST 32/279</u>	:	<u>FACILITY MANAGER (PHC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Gugulethu Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate health-related Degree or National Diploma. Experience: Appropriate experience in a managerial position in an NGO, private organisation, or the state sector. Inherent requirement of the job: Valid driver's Licence. Competencies (knowledge/skills): Leadership abilities with health management experience. Good interpersonal and people management skills. Knowledge of Public Health Sector regulations, legislation and policies. Computer literacy and fluency in at least 2 official languages.
<u>DUTIES</u>	:	Management of a Primary Health Care Service (including community-based services) in the Gugulethu geographic area. Strategic, operational planning and coordination, and management of the service for the designated geographic area. Sound Financial, Supply Chain, and Human Resource management including Staff Performance management system. Quality management of the primary health care service in the designated geographic area. Manage the relevant community and other appropriate stakeholder engagements, liaisons, and networking.
<u>ENQUIRIES</u>	:	Ms F Peters Tel No: (021) 370-5013
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/280</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC)</u> Central Karoo District
<u>SALARY</u>	:	R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<u>CENTRE</u>	:	Laingsburg Community Clinic, Laingsburg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science, Health Assessment, Treatment, and Care accredited with the SANC (48). Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code B/EB driver's License. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Speak two of the three official languages of the Western Cape. Good interpersonal and leadership skills and a strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resources and financial policies as well as computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Manage, control, and act in facets of Health, Support, Security, Cleaning-Infection control, and Ground services. Personnel matters include supervision

and performance management, finances and procuring as well as implanting of policies, prescripts, and protocols. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in community involvement and collect, verify and submit accurate statistics timeously.

ENQUIRIES : Ms N Bhistoli Tel No: (023) 814-2015
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 September 2022

POST 32/281 : **LECTURER: POST GRADUATE DIPLOMA NURSING PROGRAMMES (X3 POSTS)**

SALARY : Grade 1: R388 974 (PN-D1) per annum
 Grade 2: R478 404 (PN-D2) per annum
CENTRE : Western Cape College of Nursing (based at Metro West Campus),
 (Directorate: Western Cape College of Nursing)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in any of the following fields, Trauma and Emergency Nursing, Critical Care Nursing Orthopedic Nursing, Peri-Operative Nursing registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): 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 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. Support the mission and promote the image of the college. Implement assessment strategies to determine learners' competencies. Exercise supervision and control over students matters.

ENQUIRIES : Ms Y Magerman Tel No: (021) 684 1202
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on the condition that proof of application to register with the South African Nursing Council (SANC) and proof of payment of the prescribed registration fees to the SANC is submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for a change in registration status).

CLOSING DATE : 09 September 2022

<u>POST 32/282</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)</u> Chief Directorate: Metro Health District Services
<u>SALARY</u>	:	Grade 1: R388 974 (PN-B1) per annum Grade 2: R478 404 (PN-B2) per annum
<u>CENTRE</u>	:	Ravensmead CDC (X1 Post) Bothasig CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirements of the job: Ability and willingness to work shifts which include after-hours' hospital cover including weekends, public holidays, and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act, and other relevant legislation. Knowledge and experience of Community Mental Health at PHC level.
<u>DUTIES</u>	:	Render an effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, manage financial and administrative duties, and manage human resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.
<u>ENQUIRIES</u>	:	Ms I Van Heerden Tel No: (021) 400-4166
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/283</u>	:	<u>ASSISTANT DIRECTOR: HR (TRANSVERSAL EMPLOYMENT MATTERS)</u> Directorate: People Management Planning and Practices (Sub-directorate: Performance Management and Transversal Matters)
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Extensive people administration experience. Appropriate supervisory experience. Extensive PERSAL experience. Inherent requirement of the job: Valid Driver's License (Code B/EB). Competencies (knowledge/skills): Sound knowledge of relevant governmental/departmental policies and legislation as well as people administration practices. Good managerial, strategic thinking and planning skills. Strong computer skills (proficiency in MS Office Package). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Responsible for Administering and co-ordination of Transversal People Management Practices for the Department which includes termination of services of staff. RWOEE, financial disclosures, long service, pension administration and Joint Staff Appointment matters. Responsible for WCA functions within the Department and liaison with the Department of Labour. Co-ordinate and administer People Management Auditor-General Audits for the Department and liaise with various role players. Responsible to coordinate

		People Management audit compliance for the Department. Rendering of advice with regard to transversal matters to institutions on people administration matters and policy. Provide input on grievances, disputes, and Arbitrations regarding transversal practices. Management of staff. Willingness to act in higher posts when required.
<u>ENQUIRIES</u>	:	Mr HC Herbert/Mr Booth Tel No: (021) 483-4029 / (021) 483-4006
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/284</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)</u> Directorate: People Management Planning and Practices
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, based on the premises of Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field. Experience: Appropriate experience in all aspects of people administration. Appropriate experience in people development and labour relations. Appropriate supervisory experience. Extensive PERSAL experience. Inherent requirement of the job: Valid Code B/EB driver's Licence. Competencies (knowledge/skills): Sound knowledge of relevant governmental/departmental policies and legislation as well as people administration, people development and employee relations practices, and policies. Sound knowledge of Approved Post Lists (APL) and establishment control-related matters. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial, strategic thinking, and planning skills. Excellent computer skills in MS Office packages.
<u>DUTIES</u>	:	Responsible for the rendering of an efficient people administration service to the Directorates. Engineering and Technical Services, Facility Management as well as Health Technology relating to all aspects of people administration such as appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Responsible for effective management and monitoring of APL, Recruitment and Selection processes, and establishment. Control and Performance Management System. Ensure compliance with Auditor-General's requirements and responsible for HR audit reports and HR compliance Monitoring instruments. Management of the EPWP Program and recruitment and placement of Interns as well as the budget process. Ensure the Implementation of People development policies, prescripts and Institutional Workplace Skills Plans. Responsible for Labour Relations matters and provide expert advice and guidance to management and employees. Management and development of staff.
<u>ENQUIRIES</u>	:	Mr H Herbert Tel No: (021) 483-4029 / Mr D Erasmus Tel No: (021) 918-1572
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Applicants will be required to undergo practical and competency testing. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/285</u>	:	<u>ASSISTANT DIRECTOR: HEALTH INFORMATION MANAGEMENT</u> Chief Directorate: Emergency and Clinical Services Support (Contract Appointment until 31 July 2026)
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Directorate: Service Priorities Coordination (Government to Government)
<u>REQUIREMENTS</u>	:	An appropriate 3-year Diploma/Degree in Information Management related field. Experience: Appropriate experience in the Health Sector HIV/Aids, Primary Health Care Systems, and local and National Health management. Appropriate experience in Data Quality Management, Interpretation, and Analysis. Appropriate experience in the Monitoring and Evaluation of Programmes. Inherent requirement of the job: Valid Driver's licence Willingness to travel to the districts and national office (DOH) Advanced computer literacy in MS Office. Competencies (knowledge/skills): Familiar with the health information systems within the WCDOH. Hands-on knowledge and

skills in designing tools, planning, implementing, monitoring and evaluating of PMTCT, HIV Prevention and Treatment, and TB programmes and the 909090 Framework. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions and reports of a high standard. Good written communication and presentation skills in at least two of the three official languages of the Western Cape. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services.

DUTIES : Assist with planning, developing, and implementing strategies and frameworks and refining a dashboard to track and trend performance towards 909090 in WCDOH. Ensure monthly and quarterly reporting and monitoring and Evaluation of SPC programmes inclusive of 909090. Ensure effective inter-sectoral collaboration and Linkage between DoH and Non-Profit Organisations. Participate as a key member of the Service Priority Coordination Team as required to give effect to a health systems response. Providing Health Information Systems Technical Support. Coordinate and ensure updating of SPC Data Technical Support for WC Department of Health (DOH).

ENQUIRIES : Dr H Goeiman Tel No: (021) 483-5751
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 09 September 2022

POST 32/286 : **ARTISAN FOREMAN GRADE A (REFRIGERATION /AIR CONDITIONING)**
 Directorate: Engineering and Technical Support (Metro East Hub, Lentegour)

SALARY : Grade A: R308 826 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience in a relevant field. Inherent requirement of the job: Valid (Code B) driver's License. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Registration with the SAQCC Gas would be desirable.

DUTIES : Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on all maintenance and repair work performed and keep a register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement, and control of maintenance material and equipment for the workshop.

ENQUIRIES : Mr O Buys Tel No: (021) 370-1119
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 09 September 2022

POST 32/287 : **ADMINISTRATION CLERK: SUPPORT**
 Chief Directorate: Emergency and Clinical Service Support
 (12 Months Contract)

SALARY : R176 310 per annum, plus 37% in lieu of service benefits
CENTRE : Directorate: Service Priorities Coordination
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate office administrative experience. Inherent Requirements: A valid (Code B/EB) driver's license. Willingness to travel on a regular basis to facilities in the Garden Route District. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to communicate in two of the three official languages of the Western Cape. Ability to work under pressure, handle a high workload and adhere to deadlines. Good interpersonal skills and the ability to act independently, objectively and confidently. Knowledge of Health Sector HIV/AIDS and Primary Health Care Systems.

<u>DUTIES</u>	:	Collect, administrate and monitor receipt of data / information for the compilation of health programme reports. Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow ups when required. Provide administrative support with record keeping, filing and archiving. Provide administrative support with travel arrangement of staff in the department. Provide general administrative support to the Directorate: Service Priorities Coordination Department, G2G agreement.
<u>ENQUIRIES</u>	:	Ms A Van Zyl Tel No: (021) 815-8706
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/288</u>	:	<u>ADMINISTRATION CLERK ADMISSIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Elsies River Community Health Centre
<u>REQUIREMENTS</u>	:	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 of patient admissions and help desk. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer Literacy (MS word and Excel). Knowledge of PHCIS/Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of record.
<u>DUTIES</u>	:	Folder management and folder hygiene. Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Ensure accurate and daily capturing on PHCIS/Tier.net/HECTIS and relevant electronic systems, scanning of tally sheets. Ensure accurate appointments are captured on PHCIS and Tier.Net. Ensure clients are admitted according to the appointment system, assist with queue marshalling, management of compliments, complaints, and suggestions. Ensure good client relations strategies to minimize complaints received. Attend and participate at ad hoc and scheduled meetings.
<u>ENQUIRIES</u>	:	Mr M Mashaba Tel No: (021) 931-0211
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/289</u>	:	<u>FOOD SERVICE AID</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Worcester Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food

		provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Ms H Botha Tel No: (023) 348-1222
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850
<u>FOR ATTENTION</u>	:	Mr RM Hill
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/290</u>	:	<u>PORTER</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	False Bay Hospital, Fish Hoek
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Ability to perform tasks such as lifting of patients from or onto beds, trolleys and wheelchairs, in and out of vehicles. Prepared to handle bodies or corpses. Prepared to work in all departments or wards in hospital. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Assist with the drawing and filing of patient folders.
<u>ENQUIRIES</u>	:	Ms C Peters Tel No: (021) 832-5257
<u>APPLICATIONS</u>	:	The Manager Medical Services, False Bay Hospital, Private Bag X1, Vallyland, 7974.
<u>FOR ATTENTION</u>	:	Ms L Shoosmith
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/291</u>	:	<u>FOOD SERVICES AID</u>
		Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Worcester Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Ms H Botha Tel No: (023) 348-1222
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
<u>FOR ATTENTION</u>	:	Mr RM Hill
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022

<u>POST 32/292</u>	:	<u>GENERAL WORKER: STORES (SUPPLY CHAIN MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirement of the job: Physical ability to lift heavy boxes and equipment. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Loading and offloading of stock on the trucks and vans. Transport goods to and from different departments. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for the driver to distribute to various facilities for collection by demanders. Maintain hygiene in the area. Basic administration tasks and assist the Clerks with various stores. Perform first in first out tasks and stock rotation.
<u>ENQUIRIES</u>	:	Mrs J Davids Tel No: (021) 834-5893
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Karl Bremer Hospital, Private Bag X1, Bellville, 7535
<u>FOR ATTENTION</u>	:	Ms A Titus
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/293</u>	:	<u>GENERAL WORKER: STORES (PHARMACY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Physical ability to lift heavy boxes and equipment. Valid Driver's licence Code B/EB. Competencies (knowledge/skills): Ability to communicate in at least two of the three languages of the Western Cape. Must be able to read and write and follow instructions. Must be able to communicate with Nursing staff, pharmacists and pharmacist assistants. Must be able to follow uncomplicated standard operating procedures. Must be able complete uncomplicated forms. The ability to function independently as well as in a team. Good interpersonal skills.
<u>DUTIES</u>	:	Deliver medicine and consumable items to the wards and sections daily. Ensure effective maintenance of cold chain for thermolabile medicines and the return of cool boxes. Effective transport of expired stock from wards, clinics, theatres or other cost centres to the pharmacy. Maintenance of audit trails of all deliveries and movement of stock. Assist with basic administration tasks. Assist with general tasks as required by the supervisor. Handling of queries regarding orders placed. Receipt of non-pharmaceutical goods from main stores. Keep the non-pharmaceutical store neat and tidy
<u>ENQUIRIES</u>	:	Mr C Linthaar Tel No: (021) 918-1404
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Karl Bremer Hospital, Private Bag X1, Bellville, 7535
<u>FOR ATTENTION</u>	:	Ms A Titus
<u>NOTE</u>	:	Shortlisted candidates may be requested to undergo a practical and competency test.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/294</u>	:	<u>GENERAL WORKER: STORES</u> Tygerberg Hospital
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Physical ability to pick up heavy boxes or bags. Physical ability to pull heavy pallets containing stock to the various wards for delivery, making use of a pallet jack. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Timeous delivery of stock to wards, departments, theatres and clinics in a cost-effective and safe manner. Rotate store stock (first in, first out). Clean stores

on a regular basis. Assist with safe keeping of stock. Willingness to assist with stock-taking.

ENQUIRIES : Mr WHJ Nel Tel No: (021) 938-4090

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms Z Mtshisazwe

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

CLOSING DATE : 09 September 2022

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 : 12 September 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 32/295 : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 17/2022**

SALARY : R382 245 per annum (Level 09)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting/ Finance or Economics; A minimum of 3 years experience in a financial environment. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. 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. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing; Strategic planning; Communication (written and verbal) skills.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.

ENQUIRIES : Ms K Neethling Tel No: (021) 483 9186

POST 32/296 : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 20/2022 (X3 POSTS)**

SALARY : R382 245 per annum (Level 09)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in the Financial Administration field. A minimum of 3 years relevant experience in the financial administration working environment. A valid code B (or higher) driving license. Recommendation: Working knowledge of system administration and user support and/or project management. Competencies:

<u>DUTIES</u>	:	Data analytical skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with basic enquiries.
	:	Rendering of a user support to departments system users in the province; Assessing and maintaining the financial management system and time identification of new system requirements and arranging system applications; Investigation, implementation, and management of an analytical tool for the detection of irregular fraudulent transactions on financial systems; Analysis and provision of system data to all departments; Responsible for the department system controller functions specifically related to the day-to-day management of transversal systems to Provincial Treasury.
<u>ENQUIRIES</u>	:	Ms A Mazomba Tel No: (021) 483-5670
<u>POST 32/297</u>	:	<u>ADMINISTRATION CLERK: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 15/2022</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative experience providing support towards strategic, planning and monitoring processes. Competencies: Knowledge of relevant systems; Application of relevant legislation; Skills needed: Computer; Analytical and strategic thinking; Problem solving; Negotiating; Research; Communications (written and verbal); Interpersonal; Organising and planning; Administrative skills.
<u>DUTIES</u>	:	Provide the following: Administrative office and logistical support; Administering of Annual Performance Plan (APP); Administering of SOP for data management and system description; Assist in the departmental Batho Pele initiatives; Administering of PT operational plan; Coordination of the establishment of the departmental evaluation system; Compilation of the quarterly performance report and annual report.
<u>ENQUIRIES</u>	:	Ms Lawrence Tel No: (021) 483 8632

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	12 September 2022
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

<u>POST 32/298</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST: DESIGN SUPPORT SERVICES/ TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: TPW 88/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R762 816 per annum, (OSD as prescribed), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid (Code B or higher) driving license. Recommendation: Experience in the following: Geometric Design, Traffic studies, Traffic analysis software; Traffic signal design, Application of road traffic signs and markings in accordance with SARTSM; Road safety assessments; Undertaking of Speed Limit Reviews; Abnormal loads permit assessment/overload control; Further studies in the

field of Traffic Engineering. Proven management experience is desirable. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

POST 32/299 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: TPW 91/2022**

SALARY : Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum
Grade C: R939 621 - R1 106 814 per annum
(OSD as prescribed), based on recognisable prior experience

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional Engineer; A valid code B (or higher) driving licence. Recommendation: Experience in the following: Traffic Engineering; Geometric design; Application of road traffic signs and markings in accordance with South African Road Traffic Signs Manual (SARTSM); Traffic studies; Traffic analysis software; Road safety assessments; Undertaking of Speed Limit Reviews; Policy development and implementation. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Customer focus and responsiveness; Skills: Analytical; Module equipment operating; Financial management; Communication (written and verbal) skills and proven computer literacy.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and codes of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

POST 32/300 : **ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 89/2022**

SALARY : R382 245 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	: Department of Transport and Public Works, Western Cape Government
	: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years supervisory experience within a management and planning environment; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices affecting the planning and delivery of infrastructure; Research and planning methodology; Demonstrate the ability to engage in both independent research and as part of a team; Clarity and coherence in responding to policy/ research questions; Sound organising, planning and time management; Demonstrate initiative and creativity; Liaise with personnel at all levels; Communication skills (written, verbal and presentation); Ability to perform under pressure; Function as a team member/ player; Ability to access research sources.
<u>DUTIES</u>	: Identify, develop, review and comment on infrastructure strategies and policies; Develop well-researched briefs, papers, reports and plans to influence decision-making, culture and thinking in the Western Cape Government; Engage stakeholders in relation to long-term policy and strategy development; Develop infrastructure projects and plans (not implement) with high socio-economic and environmental sustainability impact.
<u>ENQUIRIES</u>	: Ms G Gorrah Tel No: (021) 483 0993
<u>POST 32/301</u>	: <u>PROJECT SUPPORT CLERK: METRO EAST/WEST REF NO: TPW 90/2022</u>
<u>SALARY</u>	: R176 310 per annum (Level 05)
<u>CENTRE REQUIREMENTS</u>	: Department of Transport and Public Works, Western Cape Government
	: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Computer literacy (MS Word, MS Excel, MS Outlook, MS Projects); Good written and verbal communication skills; Meeting deadlines; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
<u>DUTIES</u>	: Provide the following: Reception service; Office administration; Logistical support; Project support administrator regarding: Specific project/programme administration, including taking of minutes, capturing and updating project financials on the Project Management Systems (EPM/Biz Projects); Establish and maintain project documentation library, this includes providing document management support, the identification, change control, and administration on all project related documents.
<u>ENQUIRIES</u>	: Mr P Williams Tel No: (021) 483-4573

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

<u>APPLICATIONS</u>	: Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/ , via Google Chrome or Mozilla Firefox.
<u>NOTE</u>	: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 32/302</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: 306</u> Directorate: Physical Resources Planning
<u>SALARY</u>	:	R744 255 per annum (Level 11), all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	B Degree (NQF Level 7) in Real Estate/ Property Management, B Degree Law or B Commerce plus five (5) years relevant experience. A valid driver's licence. Competencies: Knowledge of: South African Schools Act of 1996. Government Immovable Asset Management Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Skills: Understand how to apply the Provincial Infrastructure Delivery Management System. Understand the Education service delivery platform, -indicators & service plan and how that links with infrastructure. Understand how to undertake a risk analysis and undertake a risk mitigation strategy. Understand legal contract imperatives related to negotiations and signing of lease contracts. Understand how to interpret functional and technical norms/standards in terms of leases and drafting of technical scope for leases. Understand how to prepare reports, submissions and presentations. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities.
<u>DUTIES</u>	:	To direct and manage the implementation of property administration functions. Manage land affairs Movable and Immovable Asset Register. Manage leases- Obtain cost effective lease office accommodation, effectively manage and co-ordinate the procurement of leased accommodation. Compile budget for lease rentals. Financial control over expenditure of allocated funds. Manage Municipal Accounts. Manage use of utilities. Manage People- Manage the Asset Register team. Manage the leases sub directorate staff.
<u>ENQUIRIES</u>	:	Mr G Coetzee Tel No: 021 467 9261
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/303</u>	:	<u>ENGINEER: ELECTRICAL REF NO: 305</u> Directorate: Physical Resource Planning
<u>SALARY</u>	:	R728 829 per annum Candidate Engineer: R628 014 per annum Engineer (Production) Grade A: R728 829 per annum Engineer (Production) Grade B: R821 775 per annum Engineer (Production) Grade C: R939 621 per annum Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Drivers' Licence; Computer literate. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Candidates must be able to undertake research related to

		innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<u>ENQUIRIES</u>	:	Mr G Coetzee Tel No: 021- 467 9261
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/304</u>	:	<u>ENGINEER: CIVIL REF NO: 300</u> Directorate: Physical Resource Planning
<u>SALARY</u>	:	R728 829 per annum Candidate Engineer: R628 014 per annum Engineer (Production) Grade A: R728 829 per annum Engineer (Production) Grade B: R821 775 per annum Engineer (Production) Grade C: R939 621 per annum Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Drivers' Licence; Computer literate. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management.
<u>DUTIES</u>	:	Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<u>ENQUIRIES</u>	:	Mr G Coetzee Tel No: 021- 467 9261
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/305</u>	:	<u>ARCHITECT PRODUCTION GRADE A: REF NO: 307</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R628 014 per annum Candidate Architect: R543 597 per annum Architect (Production) Grade A: R628 014 per annum Architect (Production) Grade B: R718 062 per annum Architect (Production) Grade C: R809 634 per annum Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Bachelor of Architecture degree. Registration with the SACAP as a Professional Architect. Three years of relevant experience post qualification. Valid Driver's License. Computer literate. Three years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme / project management skills.
<u>DUTIES</u>	:	Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and

		supervise general administrative duties with regards to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.
<u>ENQUIRIES</u>	:	Mr G Coetzee Tel No: 021 467 9261
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/306</u>	:	<u>ASSISTANT DIRECTOR: ICT COORDINATOR: GOVERNANCE REF NO: 301</u> Directorate: Knowledge and Information Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised, minimum 3-year tertiary qualification in IT or IT related field with at least 3 years' experience in ICT. ICT governance certification i.e. COBIT, ITIL is preferable. A valid driver's licence. Proven knowledge of ICT governance best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Project management and coordination; Applicable legislation such as the PFMA, Educators Act, Public Service Act and Regulations, SITA Act and Regulations, Promotion of Access to Information Act, Electronic Communications and Transactions Act, WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge; managing of vendors and clients will be advantageous. Competencies: Experience: In order to execute the duties effectively, the incumbent of this post should have the following experience: ICT project management or coordination; an understanding of the Corporate Governance of ICT and IT coordination; liaison and communication at various hierarchical levels; a basic understanding of business objectives and priorities; planning and time management; project management; human capital management; performance management. Strong research skills; strong conceptual and formulation skills; exceptional writing and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organizational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills. Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.
<u>DUTIES</u>	:	Develop, interpret and implement policy, practice, procedure and standards, with regards to National and Provincial ICT governance for Information Systems and ICT solutions within the WCED; Ensure WCED compliance with National and Provincial ICT governance policy, framework and standards; Manage, monitor and advise the WCED on ICT Service Level Agreements with vendors; Maintain records of ICT spending to WCED schools and corporate environment. Accurate and timeous reporting of ICT governance issues within the WCED and WCG (Western Cape Government). Represent the department at internal and external ICT committees. Monitor the provisioning of e-Administration equipment and connectivity subsidy disbursement to schools. Coordinate the demand for ICT services and equipment within the organization and present it to various governance forums. Liaise with the Provincial service partners in terms of managing operational risks. Coordinate processes to ensure ICT security compliance and that audit requests are adequately resolved.
<u>ENQUIRIES</u>	:	S Hansraj Tel No: 021- 467 2086
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/307</u>	:	<u>ASSISTANT DIRECTOR: ICT COORDINATOR: SCHOOL BASE SUPPORT REF NO: 302</u> Directorate: Knowledge and Information Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town

<u>REQUIREMENTS</u>	:	An appropriate, recognised, minimum 3-year tertiary qualification in IT or IT related field with at least 3 years' experience in ICT. For example, B. Tech IT or NC (V) Level 4, etc. A valid driver's licence. Experience: In order to execute the duties effectively, the incumbent of this post should have the following experience: ICT project management or coordination; liaison and communication at various hierarchical levels; a basic understanding of business objectives and priorities; planning and time management; project management; human resource management; performance management. Knowledge: Proven knowledge of: Project Management best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Applicable legislation; WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge. Skills: Strong research skills; strong conceptual and formulation skills; exceptional written and verbal communication skills; well-developed project management skills; innovative problem-solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills. Personal attributes: Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.
<u>DUTIES</u>	:	Monitor and request hardware and software installation to schools via Ce-I or outsourced Service Providers (SP); Monitor the provision of technical and ongoing support to schools via Ce-I or outsourcing; Participate in the introduction and assessment of technological specialised projects to schools; Maintain communication to schools for IT schools related projects; Advise schools on cost-effective Internet solutions in consultation with Ce-I; Liaise with Ce-I and other SPs on behalf of schools; Monitor the implementation of Corporate Service Schedule (Schools Addendum); Provide monthly IT governance reports relating to Schools Addendum to the WCED governance committees; Provide and monitor the rollout of LAN facilities for schools administrative systems; Ensure compliance with minimum IT governance requirements for the provisioning of IT equipment, software and services. Maintain the schools IT equipment audit (MIS); Co-ordinate schools IT projects and deliverables; participate in QA of technical aspects of implementation project plans; Co-ordinate the process of helping schools to become technical independent; Co-ordinate technical sustainability efforts.
<u>ENQUIRIES</u>	:	S Hansraj Tel No: 021- 467 2086
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/308</u>	:	<u>ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO: 308 (X2 POSTS)</u> Directorate: Business Strategy & Stakeholder Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification (National Diploma / Bachelor's Degree or higher qualification. At least 3 year's relevant experience in project management. Recommendation: a valid driver's licence. Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.
<u>DUTIES</u>	:	Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in Identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-

		out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Assist with the Identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the develop clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.
<u>ENQUIRIES</u>	:	Ms W Conrad Tel No: 021- 467 2053
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/309</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: 309</u> Directorate: Business Strategy & Stakeholder Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Relevant B degree or equivalent 3-year qualification and 3 years relevant experience. Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Knowledge of management stakeholders and stakeholders' engagements. Ability to communicate clearly and convincingly with varied stakeholders. Media Savvy person. Writing proposals and reporting writing. Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Facilitation skills; Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy. Good interpersonal and networking skills. Highly articulate. Team player.
<u>DUTIES</u>	:	Assist with coordination and implement collaborative projects between government and partners linked to stakeholder management. Assist with coordination, development and implement frameworks regarding linkages with private business partner (national and international) to enhance the business of the department. Assist to develop and maintain a database of potential businesses or /and partners willing to work with WCED. Assist to promote volunteerism. Assist to identify potential partnerships and build relationships with business. Assist supervisor to manage intergovernmental, intra-institutional and other relations. Assist to establish, maintain, monitor and report on the Service Delivery Improvement. Assist to coordinate, establish, implement, report on national requirements. Assist with oversight monitoring and reporting. Assist with development of stakeholder engagement strategy. Assist with arranging stakeholder forums. Prepare and manage workshops, roundtables and forums logistics including developing agenda.
<u>ENQUIRIES</u>	:	Ms W Conrad Tel No: 021- 467 2053
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/310</u>	:	<u>ASSISTANT DIRECTOR: PLANNING REF NO: 310</u> Directorate: Business Strategy & Stakeholder Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Relevant B degree or equivalent 3-year qualification and 3 years relevant experience. Expert knowledge of strategic management processes. Knowledge of global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills: ability to interpret and apply relevant policies and procedures, problem solving skills, policy analysis, facilitation skills, presentation skills, communication skills (written and verbal). organising, dispute resolution/conflict management, project management, ability to analyse, conceptualise and implement policy, policy formulation, research skills.
<u>DUTIES</u>	:	Coordinate and conduct the strategic and operation planning processes for the Department. Facilitate and perform all tasks required in the strategic planning process, including; Develop the project plan. Gather and analyse all relevant information. Consult and collaborate with relevant stakeholders. Compile the draft strategic plans and amend as required. Compile the letter of the accounting officer and amend as required. Develop and amend target grids in consultation with relevant stakeholders and coordinate the printing translation

		and proofreading of the strategic plan in collaboration with the Directorate Communication. Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the Directorate finance in the development of the EPRE including develop the project plan. Perform all tasks required in the development of the operational plan. Compile strategic documents and reports. Develop Service Delivery Improvement Plans (SDIPs). Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and Citizen's Report for the Department: Collaborate with the Directorate Communication in the printing, translation and proofreading of the Annual Performance Plan. Gather required information for the Annual Report from relevant stakeholders in the Department. Compile required sections of the Annual Report.
<u>ENQUIRIES</u>	:	Ms W Conrad Tel No: 021- 467 2053
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/311</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE AND ETHICS</u> <u>ADMINISTRATION REF NO: 299</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	At least a recognized 3-year qualification (NQF 6) which can be in Human Resource Management, Public Management, Industrial Psychology or Industrial Relations, with at least 3 years' experience in human resources, industrial relations or performance management. A valid Code 8 drivers' license. Recommendation: Supervisory experience will be an added advantage. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge of performance management and rewards systems; Knowledge of People Management processes; Labour Relations; Financial Management; Project Administration; RWOPS and Financial Disclosures. The candidate needs to have sound knowledge and experience in Performance Management processes; experience of performance management systems; experience and knowledge of performance reward/recognition processes, report writing skills; ability to facilitate training and development sessions. Skills: Interpret and apply relevant policies and procedures; Problem Solving Skills; Facilitation Skills; Presentation Skills; People Management and Empowerment; Project Administration; Information and Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Monitoring and Evaluation; Report writing, computer skills, conflict resolutions.
<u>DUTIES</u>	:	Co-ordinate the individual reward systems (inclusive of OSD's) re pay progression, grade progression and performance bonuses. Co-ordinate and provide guidance to line managers and employees on the compilation of performance agreements (Public Service Act) on PERMIS. Co-ordinate the performance assessment and moderation processes. Administer the performance management systems (PERMIS). Coordinate probation processes. Co-ordinate and report on compliance to RWOPS. Co-ordinate facilitate and report on compliance to E-Disclosures. Perform managerial tasks with regard to the unit. The candidate will be responsible to lead a unit that provides guidance on administration of performance compliance processes applicable, guideline managers and officials in the performance management process and facilitate an online performance recording system. Guide and ensure compliance to the Ethical Framework and compliance reporting in government, inclusive of E-Disclosures and Remunerative Work Outside the Public Service (RWOPS). Co-ordinate the pay and grade progression processes applicable. Provide relevant training.
<u>ENQUIRIES</u>	:	Ms H Sishi Tel No: 021- 467 2479
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/312</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 292 (X2 POSTS)</u> Directorate: Service Benefits
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public

service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Knowledge: knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.

DUTIES : Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regards to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.

ENQUIRIES : Ms D Pillay Tel No: 021- 467 2477

CLOSING DATE : 09 September 2022

POST 32/313 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT: LEASES REF NO: 304**
Directorate: Physical Resource Planning

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Diploma in Real Estate or related Property Management fields. Valid Driver's Licence. Computer literate. Three years of experience post qualification. Knowledge of: South African Schools Act of 1996. Government Immovable Asset Management Act of 2000. PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Skills: Understand how to apply the Provincial Infrastructure Delivery Management System. Understand the Education service delivery platform, - indicators & service plan and how that links with infrastructure. Understand how to undertake a risk analysis and undertake a risk mitigation strategy. Understand legal contract imperatives related to negotiations and signing of lease contracts. Understand how to interpret functional and technical norms/standards in terms of leases and drafting of technical scope for leases. Understand how to prepare reports, submissions and presentations. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities.

DUTIES : Implement land affairs matters and update Immovable Asset Register: Make inputs to the acquisitions and disposals of immovable assets [land and buildings] for facilities in close consultation with Public Works. Implement actions to keep sites clean and prevent any illegal occupation of sites. Accommodation, Municipal Accounts and Expenditure: Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities: Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by facilities. People management: Undertake human resources and other related administrative functions.

ENQUIRIES : Mr G Coetzee Tel No: 021- 467 9261

CLOSING DATE : 09 September 2022

<u>POST 32/314</u>	:	<u>E-LEARNING PROJECTS FACILITATOR REF NO: 307</u> District: Metro East Education District Office
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Kuils River
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
<u>DUTIES</u>	:	Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.
<u>ENQUIRIES</u>	:	Ms L Diamond Tel No: 021- 900 7006
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/315</u>	:	<u>E-LEARNING PROJECTS FACILITATOR REF NO: 299</u> District: Eden and Central Karoo Education District Office
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
<u>DUTIES</u>	:	Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head

Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.

ENQUIRIES
CLOSING DATE

: Mr J Jonkers Tel No: 044- 803 8300
: 09 September 2022