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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 OF 2023

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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](http://www.thensg.gov.za).

### AMENDMENTS

: **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note the following amendments were made in the Public Service Vacancy Circular 05 dated 10 February 2023: (1) the requirements and responsibilities for the post of Director: Employee Wellness with Ref No: (Ref: HO 2023/02/17) National Head Office, Pretoria have been amended as follows: Requirements: An undergraduate qualification (NQF level 7) in Social Sciences/ Behavioural Sciences/Health Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years' experience at middle/senior managerial level in the Employee Health and Wellness (EHW) environment. Computer literacy. Valid driver's licence. Responsibilities: Management of Employee Health and Wellness Strategic Framework and reporting processes. Development and formulation of the integrated employee wellness policies and procedures. Support the implementation, monitoring, and evaluation of the employee health and wellness

programmes (TB/HIV/AIDS and Chronic Diseases, EAP, Sports, Biokinetics and Gymnasium). Conduct research, marketing and promotion of employee wellness programmes in the department. Develop national and international relations with regard to employee wellness programmes. Management of performance information. Management of human resources, finances and assets. The closing date for the amended post has been extended to 13 March 2023. **JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES:** Kindly Note That The Post Name And Centre For The Post Of Assistant Regional Manager: Western Cape With Reference Number JI 01/2023 That Was Advertised In Public Service Vacancy Circular 06 Of 2023 Dated 17 February 2023, Have Been Amended To The Assistant Regional Manager: Eastern Cape Stationed At East London. **NATIONAL TREASURY:** Kindly note that the position of Director: International Development Co-operation (IDC) (Ref no: S146/2022) (For National Treasury) advertised in the Public Service Vacancy Circular 01 of 2023 dated 13 January 2023 with a closing date of 27 January 2023, The requirements section of the advert was captured erroneously and should read as follows: The requirements for the role: A minimum Bachelor Degree at NQF 7 in Economics/Commerce/Social Studies /Development studies. No applicants who have already applied need reapply. The closing date has been extended to 13 March 2023. We apologise for the inconvenience caused. For enquiries please send to [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za) **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF e-GOVERNMENT:** Kindly note that the following post was advertised in Public Service Vacancy Circular 06 dated 17 February 2023, The Requirements have been amended as follows (1) Assistant Director: Integrity Management with Ref No: REFS/016137: Requirements is NQF6/ Risk Management or Public Administration. Ethics Officers Certification Programme will be advantageous. Experience 2-3 years' experience in one of the following fields: Risk management, Ethics investigations. New duties are amended as follows: To ensure integrity management within e- Government and administration of Personnel security related programme. Assist in the development and implementation of ethics policies with the organisation, promote a good organisational culture, conduct assessment and surveys on Ethics, Training and awareness and provide administrative support to the Ethics Unit. The closing date has been extended to 10 March 2023. And kindly note that the Practitioner: Human Resource Administration (2 posts), REFS/016140, advertised on Public Service Vacancy Circular 06 of 2023, dated 17 February 2023 was advertised with the wrong reference number. The reference number has been amended to REFS/016141. **PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF COMMUNITY SAFETY:** Kindly note that the following one (01) post was advertised in Public Service Vacancy Circular 02 dated 20 January 2023, The Requirements are amended as follows: (1) Admin Clerk: Human Resources Development (Head Office: Bhisho) with Ref No: DoCS04/01/2023; the amendment is in requirements: No Experience is needed. Closing Date: 10 March 2023. **PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF EDUCATION:** Kindly note that the following two posts were advertised in Public Service Vacancy Circular 03 dated 27 January 2023, they are amended as follows (01) The post of Chief Director: Management Accounting (Centre: Provincial Office – Zwelitsha) with Ref No ECDOE CDMA01/01/2023; A correct Post Name is Chief Director Financial Accounting Services, (2) Farm Manager with Ref No ECDOE FM13/01/2023 (Alfred Nzo West – Osborn Senior Senior Secondary School), the correct centre and EMIS Number is Chris Hani East: Arther Mfebe Agricultural School, EMIS No 200601046, (3) Farm Foreman with Ref No ECDOE FF17/01/2023 (Amathole West – Phandulwazi Agricultural High School), the correct Centre and EMIS number is Sarah Baartman – Patensie Agricultural School, EMIS No 200100917. Ms NP Sipahlanga Tel: 040 608 4245. The closing date will remain the same, (4) District Director: OR Tambo Coastal; Salary Package: R1 105 383 - R1 302 102 per annum (Level 13) Programme: Institutional Operations Management-Centre: Lusikisiki-Ref: ECDOE DDORTC05/01/2023, The Department hereby withdraw the post of District Director: OR Tambo Coastal. Engineer as Infrastructure Programme Manager (Re-advertisement) Salary Package: R750693 CTC per annum (OSD)-Directorate: Physical Resource Planning (Dora Funded) Centre Provincial Office– Zwelitsha; Ref. ECDOE EE07/01/2023. The above mentioned post has been erroneously advertised in the Public Vacancy Circular 2 of 2023 on the 27<sup>th</sup> of January 2023. Please note that the correct Directorate under the Dora Grant is Infrastructure Delivery. Enquiries – Ms NP Sipahlanga Tel: 040 608 4245 Closing Date: 10 March 2023. Applications received after closing date will not be considered. No Faxed, No Hand Delivered, No E-Mailed applications will be accepted.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 10 March 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## OTHER POSTS

- POST 07/01** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/150**  
Directorate: District Office
- SALARY** : R908 502 per annum (Level 12), (all- inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Eastern Cape (Or Tambo / Alfred Nzo)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Humanities or Social Science or Degree in Law. Job related work experience: Minimum of 3 years' experience at junior management level in Land Reform environment. Job related knowledge: Thorough knowledge of Land Tenure security matters. Transformation of Certain Rural Areas Act (TRANCA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human Resource Management. Financial Management. Supply Chain Management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and Conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus and Statistical forecasting. A valid driver's licence. Willingness to travel.
- DUTIES** : Provide Communal Land Tenure Programmes. Receive land development applications. Facilitate stakeholder meetings. Facilitate community resolutions. Provide land rights programmes. Intervene on land rights violations. Refer such matters to the Land Rights Management Facility for appointment of legal representatives. Establish, maintain and support communal property institutions. Liaise with Communal Property Institutions and assist them in their adherence to regulation and Acts. Facilitate Land dispute resolutions. Mediate / refer for mediate.
- ENQUIRIES APPLICATIONS** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/02** : **DEPUTY DIRECTOR: RESTITUTION POLICY RESEARCH REF NO: 3/2/1/2023/155**  
Directorate: Restitution Research
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Economics / Social Sciences / Legal. Minimum of 3 years' experience at junior management level in social and legal research environment. Experience in providing legal advice and developing of policies and processes. Job related knowledge: Basic knowledge of financial management and administration systems. Knowledge of Restitution and Land Reform mandates. Strategic planning. Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act. Knowledge of the Restitution of Land Rights Act. Job related skills: Computer literacy. Communication skills (verbal and written). Interpersonal skills. Management skills. Supervisory skills. Skills in preparing budgets. A valid driver's licence.
- DUTIES** : Manage, coordinate and provide programme performance services on research. Oversee the development, monitoring and maintenance of research performance dashboards. Oversee monitoring and reporting of research targets within the Provinces. Ensure proper reporting of research claims being tracked and monitored. Implement effective and rigorous quality assurance systems for research. Provide project and information management support for restitution research. Develop research policy and processes. Update research policies and Standard Operating Procedures (SOP) in line with relevant legislations. Ensure fair administrative processes. Ensure compliance to those policies and procedures. Monitor restitution research. Provide quality assurance and vetting services for all Rule 3 and Rule 5 reports, non-compliance memorandums and gazette notices. Follow court's precedents in

		the vetting of reports. Coordinate and provide research training and support. Provide training in respect of research policy, methodologies, procedures, best practice, etc. Render advice and support to all Land Restitution Support offices. Programme management support to research projects and service providers. Provide technical and strategic support on research to all Provinces.
<b><u>ENQUIRIES</u></b>	:	Ms C Van Der Merwe Tel No: (012) 407 4400
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 07/03</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: 3/2/1/2023/159) (X2 POSTS)</u></b> Directorate: Litigation
<b><u>SALARY</u></b>	:	R495 354 - R1 192 677 per annum, (The salary will be determined in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. MR 6: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. Job related knowledge: Knowledge of legislations administered by the Department. Basic knowledge of financial and administration systems. Knowledge of court rules and processes. Promotion of Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Knowledge of performance management. Knowledge of expenditure reporting. Monitoring and Evaluation. Supply Chain Management. Job related skills: Law interpretation skills. Ability to research the law. Client relations skills. Excellent drafting and writing skills. Presentation skills. Computer literacy. Communication skills (verbal and written). Negotiation skills. Interpersonal and leadership skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate cases to their conclusion. Evaluate instructions. Obtain information from line function. Instruct the State Attorney where applicable. Attend consultations and court hearings. Provide feedback to line functionary as and when case progresses. Manage the performance of the external legal team i.e. State Attorney and Counsel. Provide legal opinions on litigation to the internal client (Line Functionary). Evaluate instructions. Consult with Line Functionary / request further particulars. Research the applicable law. Draft the opinion in the simple language and provide to Line Functionary. Compile monthly litigation reports. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Compile litigation reports for all active cases, dormant, high value cases and finalised cases. Ensure that the reports are updated on monthly basis. Receive and evaluate outputs provided by legal officials including provincial legal officials. Provide monthly reports to the Deputy Director- General: Corporate Support Services. Report to the audit committee on litigation matters emanating from Forensic Investigation Directorate. Manage contingent liabilities and contingent assets. Compile and maintain an accurate register of contingent liabilities and assets. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Receive and evaluate outputs provided by legal officials, including provincial legal officials. Request monthly updates from the State Attorney and update the report based on information received from the State Attorney. Provide monthly and quarterly reports to finance. Report monthly to the audit committee. Handle queries and audit findings by the Auditor General. Manage the Directorate efficiently and effectively. Manage staff and budget of the Directorate. Compile and sign performance agreement with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Develop annual operational plan for Directorate. Compile monthly, quarterly and annual reports on Directorate's performance against the Operational Plan.
<b><u>ENQUIRIES</u></b>	:	Mr K Chokwe Tel No: (012) 312 9459

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/04** : **CONTROL VETERINARY TECHNOLOGIST REF NO: 3/2/1/2023/156**  
Directorate: Animal Health
- SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Mpumalanga (Skukuza)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Veterinary Technology. Registration with the South African Veterinary Council. Minimum of 3 years' appropriate experience (post-qualification experience). Job related knowledge: Bacterial culture, polymerase chain reaction, light microscopy, ISO-17025 Standard. Biosafety levels (particularly Biosafety Level 2), South African National Accreditation System (SANA) accreditation. Job related skills: Bacterial culture, polymerase chain reaction, light microscopy. Knowledge of Supply Chain Management, Human Resource Management and Financial aspects of office management.
- DUTIES** : Diagnostic services, which would inter alia entail the following: Receive, collect, register and process specimens. Analyse and interpret laboratory diagnostic test readings. Use approved methods and techniques to carry out diagnostic tests. Review and verify test results. Safe disposal of contaminated materials. Populate databases (e.g. Picture Archiving and Communication System (PACS) to provide veterinary statistics for national and international planning, which would inter alia include the following: Generate, records, verify, manipulate and maintain diagnostic data. Report back on diagnostic and related data as and when required. Compile monthly and annual statistical reports. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic Laboratory service, which would inter alia entail the following: Compile Standard Operating procedures (SOP's) and implementation of approved SOPs in accordance with applicable quality management system. Study professional journals and publications to ensure that cognisance is taken of new developments. Keep abreast of the latest developments in Veterinary Diagnostic technologies. Manage the Skukuza State Veterinary Laboratory facility, including all bio-security areas, which would inter alia entail the following: Perform all administrative and related functions for Skukuza bio-security areas, including laboratory, quarantine bomas, post-mortem facility and incinerator. Supervise general workers in all biosecurity areas, including laboratory, quarantine bomas, post-mortem facility and incinerator. Supervise researchers and related personnel working in the laboratory. Stock control and budget planning of the relevant biosecurity areas. Control and maintenance, including calibration, of equipment utilised in the biosecurity areas. Ensure compliance with national and international prescriptions.
- ENQUIRIES** : Dr L van Schalkwyk Tel No: (013) 735 5641 / 2  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply
- POST 07/05** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: 3/2/1/2023/152**  
Directorate: Employees Relations
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Labour Relations / Labour Law / Human Resource Management. Minimum of 3 years supervisory experience in labour relations environment.

- Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus. Computer literacy. A valid driver's licence. Willingness to work irregular hours and to travel.
- DUTIES** :
- Facilitate the prompt finalisation and resolution of grievances and disputes. Monitor implementation and adherence of prescripts governing grievances. Facilitate grievance cases and ensure that they are dealt within 30 / 45 working days / agreed upon timeframes. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executive Authority (EA) and Public Service Commission (PSC) when necessary. Ensure and monitor the implementation of grievance. Identify cases that need to be dealt with by legal services or external service providers / counsel. Proper preparation and presentation of cases. Obtain mandate and / or negotiate settlement agreements to resolve disputes where applicable. Represent the Department at conciliation and arbitration. Manage prompt finalisation and resolution of misconduct cases. Opening and filing of Misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on Personnel and Salary Administration (PERSAL). Draft quarterly reports and memorandums to the Department of Public Service and Administration (DPSA), PSC and internally monthly reports. Manage an effective labour relations reporting system for allocated cases. Timely submission of monthly statistics. Assist in compilation of quarterly, annual and adhoc reports. Monitor and capture all grievance cases on PESAL. Facilitate capacity building programs. Provide and facilitate training to business unit on request. Advise employees daily. Assist in collective bargaining processes and labour relations reporting system. Provide assistance with the preparation for Departmental Bargaining Council (DBC) meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.
- ENQUIRIES APPLICATIONS** :
- Ms M Sebela Tel No: (012) 319 6891
  - Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** :
- African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/06** :
- ASSISTANT DIRECTOR: FINANCIAL AUDIT REF NO: 3/2/1/2023/154**  
Directorate: Performance and Financial Audit
- SALARY CENTRE REQUIREMENTS** :
- R393 711 per annum (Level 09)
  - Gauteng (Pretoria)
  - Applicants must be in possession of a Grade 12 Certificate and National Diploma in Auditing / Accounting. Minimum of 3 years' experience in Financial Auditing at supervisory level. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical and problem solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
- DUTIES** :
- Perform and supervise the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures



on a continuous basis and report progress to the Deputy Director: Financial Audit on a weekly basis. Perform and supervise execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the execution phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Financial Audit on a weekly basis. Perform and supervise the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise a compilation on the electronic audit software of the reporting phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Financial Audit on a weekly basis. Perform and supervise the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Financial Audit on a weekly basis. Supervise the financial audit sub-directorate's resources allocated to this position. Supervise human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

**ENQUIRIES  
APPLICATIONS**

: Mr M Rammutla Tel No: (012) 312 8168  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 07/07**

: **ASSISTANT DIRECTOR: NEWS REF NO: 3/2/1/2023/157**  
 Directorate: Media and External Communications  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Communications / Journalism / Marketing / Public Relations / Graphic Design / Media Studies. Minimum of 3 years supervisory experience in a communication service environment. Documentable, hands on experience in implementing and project managing media liaison services. Job related knowledge: Knowledge of policies and legislations governing communication. Exhibitions and events as communication platforms. Development communication. Job related skills: Computer literacy, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Decision-making skills, Problem solving skills and Organising skills. A valid driver's licence. Ability and willingness to travel extensively and work outside office hours.

**DUTIES**

: Research and generate stories. Write content for specific online projects. Write and contribute articles and features for departmental newsletters and newspapers. Help determine story selection and stacking. Develop and coordinate production schedule. Arrange and coordinate editorial meetings. Read newspapers and suggest news stories daily. Generate story ideas. Improve writing skills. Coordinate editing of stories. Edit, write and re-write, proofreading of articles, features, ad copies and other content. Create and drive content strategy for specific projects. Write and produce advertising copies for print and media campaigns. Research and write technical content for production, services and projects. Assist and support researchers in developing content specific projects. Assist and support information architects, program engineers and project managers in developing content for projects. Write stories and screenplays for radio and television plays.

- ENQUIRIES** : Mr M Ranneditsheni Tel No: (012) 319 7960
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/08** : **ASSISTANT DIRECTOR: FINANCE AND ADMINISTRATION REF NO: 3/2/1/2023/161**  
Chief Directorate: Security and Facilities Management Services
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in administration environment. Job related knowledge: Knowledge of Supply Chain Management (SCM) process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills. Analytical Skills. Document management skills. Office management skills. Financial management skills. Interpersonal skills. Computer skills. Resources planning skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). A valid driver's licence. Willingness to travel and work irregular hours. Ability to work under pressure.
- DUTIES** : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / reviewal of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit minutes drafted. Coordinate procurement of goods and services. Coordinate the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA, Procurement, Human Resource, Transport and Record management policies. Develop administrative policies procedures and provide inputs for policy development. Coordinate human resource support services. Coordinate all training requirement and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that quarterly and annual Employee Performance Management and Development System evaluations for the component are done.
- ENQUIRIES** : Mr D Lupungela Tel No: (012) 312 8672
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

**POST 07/09** : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2023/148**  
Directorate: National Rural Youth Service Corps

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Eastern Cape (Sarah Baartman / Nelson Mandela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration. Minimum of 3 years' working experience in the Youth Development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and organising skills, Financial management skills, Decision-making skills, Communication and interpersonal skills, Computer literacy skills (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development skills. A valid driver's license.

**DUTIES** : Coordinate and facilitate the recruitment and the management of the youth enrolled in the National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of NARYSEC Participation Committee members by youth periodically. Hold monthly meetings with NARYSEC Youth Committee members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical arrangements for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Manage the performance of community service by youth within the District Municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance and training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District Municipalities. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring of attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation, coordination and establishment of cooperative and support for the existing ones.

**ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100  
**APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

**POST 07/10** : **HEALTH AND SAFETY OFFICER REF NO: 3/2/1/2023/149**  
Directorate: Document Security Compliance and Occupational Health and Safety

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Environmental Health / Safety Management. Minimum of 2 years' experience in occupational health and safety. Job related knowledge: Knowledge in Occupational Health and Safety Legislation. Knowledge of

		Occupational Health and Safety (OHS Standard Operating Procedures. Job related skills: Computer literacy. Interpersonal skills. Organizing and planning skills. Communication skills (verbal and written). Analytical skills. Good Interpersonal skills. Integrity and honesty. Report writing skills. A valid driver's licence and willingness to work in a team.
<b><u>DUTIES</u></b>	:	Promote Occupational Health and Safety (OHS) within the Department. Conduct OHS assessment at allocated DALRRD offices at National Office. Facilitate the establishment of OHS structure. Facilitate the appointments of statutory appointees. Participate in OHS Committee meetings. Conduct awareness and induction for employees within the Department on health and safety practices and legislation. Facilitate training of appointed OHS members. Conduct OHS awareness and induction within DALRRD offices. Communicate frequently with management to report on the status of the occupational health and safety program. Report to the Assistant Director: OHS on health and safety related matters on an ongoing basis. Liaise with stakeholders on OHS related matters. Promote incident management within the Department. Investigate reported OHS incidents and recommend remedial actions. Liaise with Human Resource Management on reported injury on duty. Contribute To the development and implementation of Emergency Preparedness Plan. Facilitate the development and implementation of Emergency Preparedness Plan. Coordinate preparedness plans of emergency evacuation drills. Liaise with relevant stakeholders on the preparations of emergency evacuation drills. Coordinate emergency evacuation drills.
<b><u>ENQUIRIES</u></b>	:	Ms K Ngobeni Tel No: (012) 312 8658
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 07/11</u></b>	:	<b><u>SENIOR AUDITOR: FINANCIAL AUDIT REF NO: 3/2/1/2023/164 (X2 POSTS)</u></b> Directorate: Performance and Financial Audit
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Auditing / Accounting. Minimum of 2 years' experience in Financial Auditing. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical skills. Problem solving skills. Computer literacy. Business process analysis skills. Risk and control assessment skills.
<b><u>DUTIES</u></b>	:	Perform the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the planning phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Assistant Director: Financial Audit on a weekly basis. Perform the execution of the annual plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the execution phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Assistant Director: Financial Audit on a weekly basis. Perform the defined scope of the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform a compilation on the electronic audit software of the defined scope of the reporting phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report

progress to the Assistant Director: Financial Audit on a weekly basis. Perform closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the closure phase deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Assistant Director: Financial Audit on a weekly basis.

**ENQUIRIES** : Mr M Rammutla Tel No: (012) 312 8168  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 07/12** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/147**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Mpumalanga (Mbombela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years working experience in logistics and transport environment. Job related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to account officers. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations and other Supply Chain Management prescript. Knowledge of Logistical information System (LOGIS). Job related skills: Communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Organizing and office administration skills. Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Computer literacy in Microsoft Office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's license.

**DUTIES** : Administer payments on Logistics system. Authorise payment in LOGIS. Ensure payment are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangement. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcels. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly report inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of logistics system as a system controller. Facilitate registration of new users. Coordinate LOGIS training to Users. Monitor profile for LOGIS users. Liaise with National treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are place as per the request.

**ENQUIRIES** : Ms PP Muchanga Tel No: (013) 754 8072  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

<b><u>POST 07/13</u></b>	:	<b><u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2023/163</u></b> Directorate: Examination Services
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in a geomatics or Cadastral Survey Environment. Job related knowledge: Knowledge of Geomatical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral surveys. Job related skills: Analysing skills, Report writing skills, Interpersonal skills, Communication skills (verbal and written), Computer skills, Presentation skills and Good organising skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Supervise the capture, maintenance and updating of Alpha-Numeric data of all cadastral documents. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the capture of Alpha-Numeric data and confirm the consistency checks for newly submitted cadastral documents. Verify the updating of the database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Assist with the capture and verification of historical cadastral documents. Attend to queries, errors and take corrective and training measures. Report malfunctioning of system and faulty equipment. Supervise the maintenance of all approved cadastral documents in accordance with prescribed legislated processes. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Assist less experienced officials with the withdrawal or cancellation of cadastral documents. Verify any deduction, cancellation or endorsement of cadastral documents with registered land parcels, leases or servitudes. Scrutinise any amendment made to approved and registered cadastral documents to ensure compliance with authorisations and office procedures. Supervise and assist with extraction and re-archiving of cadastral documents. Ensure that cadastral records are repaired and kept in good usable condition. Scrutinise the technical examination of cadastral documents undertaken by other officials in accordance with standard operating procedures. Allocate work, supervise workflow, monitor compliance with processing standards and office procedure. Perform technical examination of complex diagrams, general plans and sectional title plans. Scrutinise the technical examination of complex diagrams, general plans and sectional title plans of junior employees and peers. Verify the correctness of updates made to noting sheets. Conduct research into and supervise the supply of cadastral survey information and documentation to internal and external clients. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Scrutinise the retrieval and supply of cadastral information and other maps to clients. Attend to queries, errors and take corrective and training measures. Conduct research into cadastral survey information pertaining to land parcel boundaries and remaining extents for clients. Verify all updates, changes and additions of land parcel boundary information to the Cadastral Spatial Information System (electronic compilation) datasets. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the addition of all newly created land parcels to the spatial datasets. Verify the quality of any data added to update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Attend to queries, errors and take corrective training measures. Report malfunctioning of system and faulty equipment. Supervise the scanning of all cadastral documents on approval, amendment, endorsement or withdrawal and undertake quality assurance. Monitor compliance with processing standards and office procedure. Ensure the quality of any scan made of newly approved or re-scanned cadastral documents. Attend to queries, errors and take corrective and training measures. Verify that the deposited scanned images have been linked to the alpha numeric data.
<b><u>ENQUIRIES</u></b>	:	Ms N.H. Ngubane Tel No: (033) 355 2900
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African and Coloured Females and Persons with disabilities are encouraged to apply.

- POST 07/14** : **RESOURCE CONSERVATION CLERK REF NO: 3/2/1/20 23/123**  
 Directorate: Climate Change and Disaster Risk Reduction
- SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : Northern Cape (De Aar)  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a Certificate in Office Administration. No experience required. Job related knowledge: Agricultural Pest Act. Public Service Act. Public Service Regulations. Public Finance Management Act. Labour Relations Act. Treasury Regulations. Job related skills: Communication skills (verbal and written). Presentation and report writing skills. Problem solving and analysis skills. Computer skills. Ability to act with tact and discretion. Willingness to work long hours and to travel extensively. Overtime work will be required.
- DUTIES** : Render administration support in the management of migratory pests' contractors. Compile of locust control contracts. Verify locust contracts and entity forms. Verify locust claims and submit a request for sundry payment. Receive locust reports. Receive orders for locust equipment and insecticides from locust contractors. Answer and handle customer queries. Procurement of insecticides and larvicide. Procure and store chemicals and consumables. Ensure that there are always enough chemicals at the depot. Render support in terms of general administration services, human resources, financial services and procurement of goods and services. Receive and handling delivered documents (photocopying, faxing and binding documents). Records incoming and outgoing mail. Procurement of goods and services and process all received invoices in line with Supply Chain Management policies and procedures for payment of services rendered. Ensure quality assurance and compliance on all documents especially payment documents. Conduct asset management by recording new items, updating asset register and prepare loss reports. Prepare bookings for officials for accommodation, workshops and conferences. Verification of subsistence and transport claims, overtime claims, invoices and log sheets prior to submission for approval. Collection of mail. Render transport services. Issue the departmental vehicles with trip authority and fuel card. Requesting license and fuel cards of the vehicles. Inspect departmental vehicles. Ensure that the departmental vehicles are serviced. The processing of accident reports. Maintenance of database. Register entities on Safety Web and Basic Accounting System (BAS). Register the contractors in the database. Compilation of database for locust contractors. Update the database.
- ENQUIRIES** : Ms V Jongwana Tel No: (053) 631 3621  
**APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered during office hours to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/15** : **ARTISAN REF NO: 3/2/1/2023/153**  
 Directorate: Climate Change and Disaster Risk Reduction  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : Northern Cape (De Aar)  
**REQUIREMENTS** : Applicants must be in possession of a N3 in motor mechanical. 1 year's relevant experience. Job related knowledge: Agricultural Pest Act, Health and Safety Act, Knowledge of policy development, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, First Aid and Fire Fighting. Job related skills: Excellent communication skills (verbal, presentation and report writing), Problem solving, analysis and computer skills. Willingness to work long hours and travel extensively. Overtime work will be required. A valid driver's licence.
- DUTIES** : Repair and maintain migratory pests control equipments. Diagnose the problem on the motorised spraying pumps. Replace faulty / broken parts (engine and carburettor). Repair and replace chemical tanks, poison seal, bearing, propeller and stop valves poison booster pump. Maintain and repair blackfly tanks by sealing (welding) leakages. Maintain trailers for roadworthy. Maintain stores, workshop and terrain. Ensure chemicals are stored at an

approved standard storage to avoid damage to chemicals. Record old stock chemicals that need to be discarded. Monitor the cleaning of stores, workshops, offices and terrain. Identify areas in need of repair within the stores, workshop, offices and terrain. Render administration support services. Issue and withdraw chemicals and spraying equipments to the control contractors. Keep record of chemicals in stock by conducting stock taking for the purpose of assessing the need to procure. Determine the need for the procurement of workshop resources. Supervision of staff. Allocation and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : Ms V Jongwana Tel No: (053) 631 3621  
**APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered during office hours to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

**POST 07/16** : **CADASTRAL OFFICER REF NO: 3/2/1/2023/162**  
 Directorate: information services

**SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.

**DUTIES** : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

**ENQUIRIES** : Ms CN Mtshali Tel No: (033) 355 2900  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

**NOTE** : Coloured and White Males and Indian and White Females as well as Persons with disabilities are encouraged to apply.



**POST 07/17** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 3/2/1/2023/158 (X2 POSTS)**

**SALARY** : R207 429 – R953 979 per annum, (The salary will be determined in accordance with the OSD requirements)

**CENTRE** : Directorate: Litigation: Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a 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 legislations administered by the Department. Knowledge of managing civil litigation cases including labour litigation cases. Knowledge of court rules and processes. Knowledge of managing external legal teams (State Attorney and Counsel). Knowledge of law research and provisioning of legal opinion. Promotion of Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Law Interpretation skills. Ability to research the law. Client relations skills. Excellent drafting and writing skills. Presentation skills. Computer literacy. Communication skills (verbal and written). Negotiation skills. Interpersonal and leadership skills. A valid driver's licence.

**DUTIES** : Coordinate cases to their conclusion. Evaluate instructions. Obtain information from line function. Instruct the State Attorney where applicable. Attend consultations and court hearings. Provide feedback to line functionary as and when case progresses. Manage the performance of the external legal team i.e. State Attorney and Counsel. Provide legal opinions on litigation to the internal client (Line Functionary). Evaluate instructions. Consult with Line Functionary / request further particulars. Research the applicable law. Draft the opinion in the simple language and provide to Line Functionary. Compile monthly litigation reports. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Compile litigation reports for all active cases, dormant, high value cases and finalised cases. Ensure that the reports are updated on monthly basis. Receive and evaluate outputs provide by legal officials including provincial legal officials. Provide monthly reports to the Deputy Director-General: Corporate Support Services. Report to the audit committee on litigation matter emanating from Forensic Investigation Directorate. Manage contingent liabilities and contingent assets. Compile and maintain an accurate register of contingent liabilities and assets. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Receive and evaluate outputs provided by legal officials, including provincial legal officials. Request monthly updates from the State Attorney and update the report based on information received from the State Attorney. Provide monthly and quarterly reports to finance. Report monthly to the audit committee. Handle queries and audit findings by the Auditor General. Manage the Directorate efficiently and effectively. Manage staff and budget of the Directorate. Compile and sign performance agreement with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Develop annual operational plan for Directorate. Compile monthly, quarterly and annual reports on Directorate's performance against the Operational Plan.

**ENQUIRIES** : Mr K Chokwe Tel No: (012) 312 9459

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

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

- POST 07/18** : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2023/160**  
Directorate: Legal Support
- SALARY** : R207 429 – R953 979 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 a 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** : Mr A Mokoena Tel No: (012) 312 8404
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/19** : **REGISTRY CLERK REF NO: 3/2/1/2023/151**  
Directorate: Food Safety and Quality Assurance
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication

- skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Dr MT Mutengwe Tel No: (012) 319 6121
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 07/20** : **SECRETARY REF NO: 3/2/1/2023/124**  
Directorate: Rural Development
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Mpumalanga (Mbombela)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.
- DUTIES** : Provide secretariat / receptionist support services to the Senior Manager. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant Senior Manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Senior Manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for the Senior Manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up scheduled meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Senior Manager. Record basic minutes of the meetings of the Senior Manager where required. Draft routine correspondence and reports. Do filing of documents for the Senior Manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Senior Manager to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the Senior Manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Senior Manager.
- ENQUIRIES** : Ms PS Sihlabela Tel No: (013) 754 8027

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/21** : **GROUNDSMAN REF NO: 3/2/1/2023/146**  
Directorate: Facilities Management Services
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)  
: Gauteng (Pretoria)  
: Applicants must be in possession of an Adult Basic Education and Training (ABET) qualification. Job related skills: Organising skills. Communication skills (verbal and written). Interpersonal skills. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Cleaning of grounds and surroundings of National Office Buildings. Clean roads and perimeter wall in the premises. Cut and trim edges of flower beds, lawn and trees. Collection of office refuses from collection points to municipal skip bin (waste bin). Collection of garden refuse from garden to municipal landfill. Maintenance of gardens. Loosen the soil for water flow. Plant flowers, trees and seeds when required. Remove shrubs of dead flowers and leaves. Apply fertilizers and pesticides to plants as and when required. Prune shrubs and trees. Irrigation of plants and trees. Water the plants. Management of working tools. Ensure proper maintenance of tools and machinery (cleaning and ensuring that tools are operational). Proper safe keeping of tools.
- ENQUIRIES APPLICATIONS** : Mr R Milubi Tel No: (012) 319 7892  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

## DEPARTMENT OF BASIC EDUCATION

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

- 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 17 March 2023
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

## OTHER POSTS

- POST 07/22** : **DEPUTY DIRECTOR (WHOLE SCHOOL EVALUATION) REF NO: DBE/05/2023**  
Branch: Teacher, Education Human Resources and Institutional Development  
Chief Directorate: Education Human Resource Management  
Directorate: Educator Performance Management and Development and Whole School Evaluation
- SALARY** : R908 502 per annum (Level 12)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification. A post graduate degree will be an added advantage; Four (4) years relevant experience at Supervisory/Managerial level; Experience in project management, supervision and managing a budget in line with strategic plans; Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum; Knowledge and understanding of school evaluations, performance management and accountability systems; Knowledge of and insight into relevant education policies and legislations as well as the NCS; A thorough working knowledge of the national WSE policy; Knowledge of research methods; Ability to conduct and report on lesson observations; Ability to keep up with a changing education environment for the 21st century; Ability to work without supervision and be able to meet targets and deadlines; Strong verbal and written communication skills; Good Computer skills in Microsoft Office Programmes (Word, Excel and PowerPoint); Report writing and presentation skills; Excellent people skills in order to interact with stakeholders; Willingness to work extensive hours and be prepared to travel. A valid driver's license. Have a passion for making a positive contribution in the South African education sector.

- DUTIES** : The successful candidate will be responsible for planning and coordinating meetings and training of provincial WSE supervisory teams and district officials; Developing and reviewing training materials and instruments for internal and external school evaluations; Monitoring and reporting on the quality and effectiveness of school evaluations; Analysing and compiling quarterly and annual progress reports on the implementation of WSE in provinces; Monitoring the development and implementation of School Improvement Plans; Developing mechanisms to create and maintain an accessible database on the findings from WSE monitoring and evaluations; Effectively using reliable and valid data for school improvement; Supporting systemic evaluation processes; Creating a repository of school evaluation reports for system wide consumption and working collaboratively with stakeholders to establish partnerships in the sector to strengthen accountability and promote school improvement.
- ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321 or Ms H Nemabaka Tel No: (012) 357 3289
- NOTE** : 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 07/23** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DBE/04/2023**  
Branch: Finance and Administration  
Chief Directorate: Legal and Legislative Services  
Directorate: Legal Services
- SALARY** : R495 354 - R1 192 677 per annum, (Salary will be in accordance with OSD determination)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of an appropriate recognised LLB degree and must be admitted as an Attorney or Advocate; At least eight (8) years appropriate post qualification experience in the legal field with specific focus on litigation, drafting of contracts and drafting of opinions; Applicant must have a credible management experience in the legal field with specific focus on litigation; Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act (PFMA) and Treasury Regulations, Promotions of Administrative Justice Act; Knowledge of civil procedure, law of contracts; Problem solving, good presentation, good communication (verbal and written) and strong analytical skills; Willingness to work irregular hours and skills in interpretation of statutes and conducting research.
- DUTIES** : The successful candidate will be responsible for drafting and vetting of contracts; Providing strategic direction and guiding on management of litigation and providing legal opinions to the Minister, Director-General and all Directorates in the Department.
- ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321 or Ms H Nemabaka Tel No: (012) 357 3289
- NOTE** : 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.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

**CLOSING DATE** : 10 March 2023 at 16:00

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

## OTHER POSTS

**POST 07/24** : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/10/501**

**SALARY** : R1 071 918 - R1 189 656 per annum, (OSD)

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Masters' Degree plus registration with the HPCSA as Counselling, Industrial, Clinical Psychologist. Three (3) years appropriate experience as Clinical Psychologist after registration with the HPCSA as a Psychologist in any identified categories. Valid Driver's Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written

		communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Leadership, Networking, Information Management.
<b><u>DUTIES</u></b>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Q Bowman Tel No: 021 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 07/25</u></b>		<b><u>DEPUTY DIRECTOR: COIDA REF NO: HR4/4/5/11</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R908 502 per annum, (all inclusive)
	:	Provincial Office: KZN
	:	Three (3) years Tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Three (3) years functional experience in disability claims and/or medical insurance (including disability claims) processing environment. Two (2) years management experience in disability claims and/or medical insurance (including disability claims) processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments), Public Service Regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), Compensation Fund value chain, Department of Labour and Compensation Fund business strategies and goals, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), The Constitution of RSA, COIDA, Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, Road Accident Fund (RAF) Act, Technical Knowledge. Skills: Leadership, Operational Management, Creative and Innovative, Analytical Thinking, Financial Management, Change Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving, Decision Making, People Management and Empowerment, Communication, Risk Management, Organizational goal driven, Accountability and responsibility, Assertiveness, Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and strengthen the institutional capacity and delivery of efficient compensation and assessment services. Manage efficient provision coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr EM Khambula Tel No: (031) 366 2021
	:	Chief Director: Provincial Operations: KwaZulu-Natal: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<b><u>POST 07/26</u></b>		<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/120</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R908 502 per annum, (all inclusive)
	:	Mashishing Labour Centre
	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration / Management, Business Administration/ Management, Operations Management, Project Management. Three- years Legal qualification (LLB/BCOM LAW/BA LAW/B Proc). Experience: Five- years' experience of which Two at an Assistant Director level and Three years' functional experience in Labour Market Operations/ Service delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour legislation, Departmental Policies & Procedures, Public Service



- Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer Skills, Presentation Skills, Communication (Both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity Management, Change Management, Monitoring and Evaluation.
- DUTIES** : Manage service delivery objectives as per mandate of the Department of Labour. Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities, including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms M Mazibuko Tel No: 013 655 8900  
: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand or deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
- POST 07/27** : **DEPUTY DIRECTOR RISK MANAGEMENT, FRAUD AND ANTICORRUPTION REF NO: HR4/4/10/500**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all inclusive)  
: Provincial Office: Western Cape  
: Three (3) year tertiary qualification in Risk Management / Auditing or Accounting or Economics. Two (2) years Management experience. Three (3) years functional experience in Risk Management / Internal Audit. Valid driver's licence. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations, Public Finance Management Act. Skills: Project Management, Analytical skills, Communication skills, Interpersonal skills, Problem solving skills, Report writing skills, Computer skills (Word, Excel, Power Point), Mentoring and coaching.
- DUTIES** : Develop and ensure implementation of Risk Management and Anit-Fraud Strategy. Develop Plans for risk assessment and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the Unit.
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 021 441 8120  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 07/28** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/5/16**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all inclusive)  
: Provincial Office: KZN  
: Three (3) years Tertiary qualification in Human Resource Management. Three (3) years functional experience in Human Resources Management Services. Two (2) years management experience. Code EB driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Recruitment and Selection Strategies, Performance Management, Human Resource Management Practices and Systems, Project Management, Departmental Policies and Procedures, Basic Condition of Employment Act, Public Finance Management Act (PFMA), Code of Remuneration, Code of good conduct in the Public Service, All Labour Legislations, Batho Pele Principles, Public Service Act, Regulations and Resolutions and sound knowledge of PERSAL Management System. Skills: Management skills, Interpersonal skills, Communication (verbal and written), Computer literacy, Negotiation skills, Presentation skills, Report writing, People Management and empowerment, Problem solving, Decision making, Operational Management, Creative and Innovative, Analytical Thinking, Financial Management, Planning and Organizing, Organizational goal driven, Accountability and responsibility, Assertiveness.
- DUTIES** : Provide Human Resource Operations and Service Benefits, Human Resource Development Services, and also the coordination of Performance Management in the Province. Manage the Human Resource support services

and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of Performance Management Policy in the Province. Facilitated the coordination of the implementation of Performance Management Policy. Manage the coordination of Humana Resource Development interventions and the implementation of Human Resource Development Policies and Programmes in the Province. Manage the administration of the service benefits and leave of staff in the Province.

**ENQUIRIES** : Mr EM Khambula Tel No: (031) 366 2021  
**APPLICATIONS** : Chief Director: Provincial Operations: KwaZulu-Natal: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

**POST 07/29** : **PRINCIPAL INSPECTOR: BASIC CONDITIONS OF EMPLOYMENT ACT REF NO: HR 4/4/8/811**

**SALARY** : R491 403 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENT** : Three years relevant tertiary qualification in Labour Relations Management/ Law Degree. Valid driver's licence (B). Two (2) years supervisory experience. Two (2) years functional experience in Labour/ inspections enforcement services. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, BCEA, Public Service Regulations, Skills Development Act, Skills Development Levies Act, Labour Relations Act Employment Services Act Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Interviewing listening and observation, Presentation, Research, Project management, Analytical, Innovative.

**DUTIES** : Ensure the implementation of programmes, work plans and policies for Basic Conditions of Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Conditions of Employment Act and Regulations. Monitor, evaluate and report on the impact of Basic Conditions of Employment Act programmes. Provide technical advice on the sector specific to Basic Conditions of Employment Act matters. Manage the resources with the unit. Conduct advocacy campaigns on BCEA and analyse the impact.

**ENQUIRIES** : Mr M Khoele Tel No: (051) 505 6325  
**APPLICATIONS** : Chief Director: Provincial Operations Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

**POST 07/30** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/10/509**

**SALARY** : R331 188 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape)  
**REQUIREMENTS** : Three (3) years tertiary qualification in Business Administration/ Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

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

**ENQUIRIES** : Mr Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town

**POST 07/31** : **TEAM LEADER REF NO: HR 4/4/4/01/01**

**SALARY** : R331 188 per annum  
**CENTRE** : Johannesburg Labour Centre  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid driver's licence. Knowledge: Extensive knowledge of the following: Departmental policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Skills Development Levies Act. Occupational Health and Safety Act. COIDA. SABS Codes. Unemployment Insurance Act. UI Contribution Act. Employment Equity Act. Immigration Act. Skills: Facilitation Skills. Planning and organising. Computer literacy. Interpersonal skills. Conflict handling skills. Negotiation skills. Problem solving skills. Interviewing skills. Presentation skills. Innovative. Analytical. Verbal and written communication skills.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of insuring compliance with all labour legislations, namely, Basic Conditions of Employment Act(BCEA), Labour Relations Act(LRA), Employment Equity Act(EEA), Unemployment Insurance Act(UIA), Compensation for Occupational Injuries and Diseases Act(COIDA), Occupational Health and Safety Act(OHS), and UI Contribution Act(UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and report including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIE APPLICATIONS** : Ms F Tshabalala Tel No: 011 843 4109  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 07/32** : **EMPLOYMENT SERVICE PRACTITIONER 2: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/4/01/02**

**SALARY** : R331 188 per annum  
**CENTRE** : Johannesburg Labour Centre  
**REQUIREMENTS** : Three (3) year relevant qualification in Social Science (Psychology, Industry Psychology)/ Public Administration/ Business Management. Valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Act, Unemployment Insurance Act, Public Services Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

**DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.

**ENQUIRIES APPLICATIONS** : Ms F Tshabalala Tel No: 011 843 4109  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 07/33** : **PERFORMANCE INFORMATION MANAGEMENT (PIM) OFFICER REF NO: HR4/4/10/511 (X2 POSTS)**

**SALARY** : R269 214 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year tertiary qualification in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma in Monitoring

and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Valid Driver's License. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data Analysis, Statistical and research, Computer, Management and leadership.

**DUTIES** : Capture the Performance information data received form Branches/ Units for the compilation of the Provincial Monthly/ Quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial report. Manage the provincial resources centre/ library.

**ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: 021 441 8120  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town.

**POST 07/34** : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/180**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Labour Centre: Komani  
: Three (3) year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills. Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.

**DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.

**ENQUIRIES APPLICATIONS** : Ms S Mbunge Tel No: 045 807 5402  
: Depty Director Labour Centre Operations: PO Box 323, Queenstown, 5320 or hand deliver at: Department of Employment and Labour, No.10 Robinson Road, Queenstown

**POST 07/35** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X3 POSTS)**

**SALARY** : Grade 1: R268 584 – R311 361 per annum, (OSD)  
: Grade 2: R330 324 – R379 356 per annum, (OSD)  
: Grade 3: R400 644 - R507 540 per annum, (OSD)

**CENTRE** : Labour Centre: Cape Town (Western Cape) Ref No: HR 4/4/10/510 (X1 Post)  
: Labour Centre: Kimberley Ref No: HR4/4/8/1 (X1 Post)  
: Labour Centre: Welkom Ref No: HR 4/4/8/834 (X1 Post)

**REQUIREMENTS** : Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the

		processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 021 441 8120 Mr RSP Geswint Tel No: (053) 838 1582 Ms M Mamburu Tel No: (057) 391 0216
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town for Attention: Sub-directorate: Human Resources Management, Western Cape Applications: Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management, Kimberley. Applications: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State
<b><u>POST 07/36</u></b>	:	<b><u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/23/03/01HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum Head Office, Pretoria Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<b><u>DUTIES</u></b>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Ms. B Matebesi Tel No: 012 309 4865 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 07/37</u></b>	:	<b><u>CLAIMS PROCESSOR (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R218 064 per annum Labour Centre: Cape Town (Western Cape) Ref No HR4/4/10/514 (X1 Post) Labour Centre: George (Western Cape) Ref No: HR4/4/10/515 (X1 Post) Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/516 (X1 Post) Three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. One (1) to two (2) years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies and processes, Relevant Stakeholders, Human Anatomy/ Biology, Medical terminology, Customer Service (Batho Pele Principles), COIDA tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations, COIDA, OHS Act. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: 021 441 8120

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 07/38** : **CLIENT SERVICE OFFICER (X2 POSTS)**

**SALARY** : R218 864 per annum  
**CENTRE** : Labour Centre: Cape Town- Atlantis Satellite Office (Western Cape) Ref No: HR4/4/10/517 (X1 Post)  
Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/518 (X1 Post)

**REQUIREMENTS** : Matriculation/ Grade 12. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

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

**ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 07/39** : **CLIENT SERVICE OFFICER:UI REF NO: HR 4/4/8/833**

**SALARY** : R218 064 per annum  
**CENTRE** : Bloemfontein Labour Centre

**REQUIREMENTS** : Grade 12. Zero Experience. Valid Driver's license. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette.

**DUTIES** : Provide Screening Services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.

**ENQUIRIES** : Mr. M Ndlela Tel No: (051) 411 6403  
**APPLICATIONS** : Provincial Office, Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State.

**POST 07/40** : **BCEA INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/15**

**SALARY** : R218 064 per annum  
**CENTRE** : Estcourt Labour Centre

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated

labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Ms Jabu Fakazi Tel No: (036) 352 7767  
**APPLICATIONS** : Deputy Director: Estcourt Labour Centre, PO Box 449 Estcourt 3310, Or hand deliver at 75 Phillip Street, Estcourt  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 07/41** : **SENIOR ADMIN CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/01/04**

**SALARY** : R181 599 per annum  
**CENTRE** : Soweto Labour Centre  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

**DUTIES** : To render supply chain management function in a labour centre daily, provide a finance and office management services to the labour centre daily, responsible for training and performance activities in a labour centre daily, responsible for the records management in a labour centre daily.

**ENQUIRIES** : Ms J Monoto Tel No: (011) 983 8700  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 07/42** : **TELECOM OPERATOR REF NO: HR 4/4/1/181**

**SALARY** : R181 599 per annum  
**CENTRE** : Provincial Office, East Londo  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Telephone etiquette. Departmental Policies. Knowledge of Switchboard operations. Skills: Communication skills. Listening skills. Judgement. Diplomacy. Identify problems. Interpersonal relationship. Basic literacy.

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

**ENQUIRIES** : Mr S Mshumpela Tel No: (043) 7013029  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management

**POST 07/43** : **SECURITY OFFICER (X3 POSTS)**

**SALARY** : R151 884 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/520 (X1 Post)  
Provincial Office (Western Cape) Ref No: HR4/4/10/521 (X1 Post)  
Gqeberha Labour Centre, Eastern Cape Ref No: HR4/4/1/108 (X1 Post)

**REQUIREMENTS** : Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.

**DUTIES** : Control access in and out if the Labour Centre and a provincial Office (Daily), Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily), Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily), Conduct internal investigations and enforce security rules and regulations (Daily).

**ENQUIRIES** : Mr Q Bowman Tel No: 021 441 8120  
Mr MP Ngqolowa Tel No: 041 506 5006  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape

Applications: Deputy Director: Labour Centre Operations: Private Bag X 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Goven Mbeki Avenue, Gqeberha.

- POST 07/44** : **MESSENGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/8/2**
- SALARY** : R128 166 per annum  
**CENTRE** : Kimberley Labour Centre  
**REQUIREMENTS** : Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.
- DUTIES** : Provide messenger service within the Provincial Office. Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.
- ENQUIRIES** : Mr RSP Geswint Tel No: (053) 838 1582  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
- FOR ATTENTION** : Deputy Director Human Resources Management, Kimberley.
- POST 07/45** : **OFFICE AID (X2 POSTS)**
- SALARY** : R128 166 per annum  
**CENTRE** : Labour Centre: Upington Ref No: HR4/4/8/3  
Labour Centre: Kuruman Ref No: HR 4/4/8/4  
**REQUIREMENTS** : Standard 8/ Grade 10. No work experience required. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations. Verbal communications, Listening skills.
- DUTIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
- ENQUIRIES** : Mr S Ndimande at 082 827 2308 (Upington)  
Mr Z Gwiliza at 060 989 2368 (Kuruman)
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
- FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management.



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

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

**MANAGEMENT ECHELON**

- POST 07/46** : **CHIEF DIRECTOR: APPEALS AND STRATEGIC ENVIRONMENTAL INSTRUMENTS REF NO: RSCM 05/2023**
- SALARY** : R1 308 051 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB degree or relevant equivalent qualification within the related field as recognized by SAQA plus a minimum of eight years post qualification experience in the legal field. A minimum of 5 years of experience at a senior managerial level within the relevant field. Extensive experience in the administration of appeals. Good knowledge of Constitutional Law, Environmental Law, Public Administrative Law, legal review processes,

internal appeals and the administration of internal statutory processes, as well as the Promotion of Administrative Justice Act, the Promotion of Access to Information Act and the Protection of Personal Information Act is required. Knowledge of strategic coordination and planning. Strategic capability and leadership; people management and empowerment. Understanding of risk management and audit procedures. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary team. Knowledge of research methodologies and research presentation. Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Successful 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 and manage the co-ordination and administration of appeals in terms of the National Environmental Management Act, Specific Environmental Management Acts, Promotion of Access to Information Act; the Marine Living Resources Act, Act 18 of 1998, and other applicable legislations. Oversee and manage the provisioning of technical legal support to the Minister in the processing and drafting of recommendations on appeal received. Oversee and ensure the development of the integrated environmental management (IEM) guidelines. Responsible for ensuring that the work produced by the Chief Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation are adhered to.

**ENQUIRIES** : Ms P Diphaha Tel No: 012399 9602  
**CLOSING DATE** : 27 March 2023

**POST 07/47** : **CHIEF DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO04/2023**

**SALARY** : R1 308 051 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification in Logistics Management/Supply Chain Management/ Financial Accounting or any relevant qualification on (NQF7) within the related field as recognised by SAQA. Extensive experience in the relevant field. Applicants must have five (5) years of experience at senior management level. Knowledge of demand management, procurement, and business practices. Knowledge of acquisition and contract management services. Ability to establish and manage acquisition and contract management systems and controls. Knowledge of strategic planning and budgeting. 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. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : Ensure an effective and efficient acquisition management in compliance with SCM prescripts. Facilitate an effective and efficient Demand Management framework. Ensure adequate contract management and compliance with reporting requirements. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting). Provide strategic leadership to the Chief Directorate and ensure effective strategy to achieve Annual Performance Plan targets. Provide advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Ensure effective SCM risk assessment, development, and implementation of risk response plan. Provide reports to Management and the Audit and Risk Committee on SCM related matters. Manage human and financial resources within the chief directorate.

**ENQUIRIES** : Ms P Diphaha Tel No: (012) 3999602  
**CLOSING DATE** : 27 March 2023

**POST 07/48** : **DIRECTOR: APPEALS (X2 POSTS)**

**SALARY** : R1 105 383 per annum, (all-inclusive salary package)  
**CENTRE** : Cape Town Ref No: RCSM06/2023  
Pretoria Ref No: RCSM07/2023

**REQUIREMENTS** : LLB degree or relevant equivalent qualification as recognized by SAQA plus a minimum of eight years post qualification experience in the legal field. Minimum of five years' experience at middle or senior managerial level. Good knowledge of Constitutional Law, Environmental Law, Public Administrative Law, legal review processes, internal appeals, and the administration of internal statutory processes, as well as the Promotion of Administrative Justice Act, the Promotion of Access to Information Act and the Protection of Personal Information Act is required. The ability to budget for, plan and coordinate activities at a Senior Management level and to coordinate appeals across government departments. Good research, analytical, drafting skills, presentation and listening skills. Good language skills (English). Must be able to communicate at all levels as the post requires the ability to advise the Minister. Must have a client focused attitude. Must have an eye for detail and an ability to supervise and guide the Directorate. Must be diplomatic and have an ability to influence, inspire and motivate people. Output driven with an ability to adhere to deadlines. Have a good support system to be able to work after hours, public holidays and over weekends when required. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : Manage the administration and coordination of appeals lodged against the Department in terms of the Marine Living Resources Act (MLRA); Integrated Coastal Management Act and the Promotion of Access to Information Act. Oversee the provisioning of technical legal support to the Minister and input in the processing and drafting of recommendations on appeals received. Manage the provision of general legal support. Responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation are adhered to.

**ENQUIRIES** : Mr S Bapela Tel No: 012-399-9422  
**CLOSING DATE** : 20 March 2023

**POST 07/49** : **DIRECTOR: COMPLIANCE ENVIRONMENTAL IMPACT AND POLLUTION**  
**REF NO: RCSM08/2023**

**SALARY** : R1 105 383 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification in Environmental Management/Environmental Law or any relevant qualification on (NQF7) within the related field as recognised by SAQA. Five years of experience at a middle/senior managerial level. Experience specifically in environmental compliance and enforcement, specifically in the Pollution and Waste environment will be an added advantage. Designation as an Environmental Management Inspector will be an added advantage. Knowledge of environmental policies, legislation, international instruments, constitutional law and administrative law; together with practical experience in the application thereof to cases of non-compliance within the brown (pollution and waste) legislation. In-depth understanding of the environmental law, specifically the National Environmental Management Act and Specific Environmental Management Acts (NEM: AQA, NEM: Waste Acts and all related regulations as well as the implementation of environmental compliance and enforcement management systems and best practices. Excellent written and verbal communication skills, particularly with regard to drafting of compliance inspection reports, directives, notices and legal correspondence. The ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Strategic, leadership, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service-orientated approach and ability to work efficiently and effectively under pressure. A high level of personal accountability and attention to detail. Ability to understand the pollution and waste environment in order to create an effective compliance structure to deal with those issues Successful

- completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- DUTIES** : Management of compliance monitoring processes related to pollution and waste legislation in accordance with the Directorate's strategic goals for successful and effective compliance actions. Manage the daily work of compliance officials under his/her employ. Create and develop systems to deal with noncompliance with pollution and waste legislation. Carrying out the function of an environmental management inspector (EMI). Review of and support provided in relation to strategic compliance related activities. Utilizing and ensuring the effective use of the relevant information management tools to effectively manage compliance and report progress thereon. Ensure coordination and participation of compliance promotion or awareness with environmental legislation. Building national compliance capacity and providing strategic compliance support. Ensure the implementation of national compliance and enforcement strategy. Ensure the promotion, networking and building of relationships, including liaison with key stakeholders.
- ENQUIRIES** : Mr S Bapela Tel No: 012-399-9422
- CLOSING DATE** : 27 March 2023
- POST 07/50** : **DIRECTOR: BIODIVERSITY FINANCE INITIATIVE (BIOFIN) REF NO: BC04/2023**  
(3-Year Contract)  
Re-advertisement, candidates that previously applied are encouraged to re-apply.
- SALARY** : R1 105 383 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENT** : An undergraduate qualification in Environmental Management or relevant qualification on NQF level 7 as recognized by SAQA. Five years of experience at a middle/senior managerial level. Extensive experience in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Technical knowledge based on a sound research base, environment and other relevant fields is critical. Knowledge and skills to be able to contribute to the development of integrated, sound strategies towards biodiversity and conservation. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities, including projects. Ability to develop, interpret and apply policies, strategies, and legislation. Resource mobilization and ability to attract alternative finance options for the Biodiversity sector an. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Excellent organizational skills; Strong analytical, writing and communication skills. Ability to prepare publications, reports and presentations. Ability to manage and work with a multidisciplinary and multicultural team. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- DUTIES** : Ensure management of the BIOFIN project. Consult with the United Nations Development Program: (UNDP) Country Office and BIOFIN Central Technical Unit to elaborate/revise work plan, report on the schedule and budget. Provide support to the formulation and management of the National BIOFIN Steering/Advisory Committee. Lead project monitoring, reporting and evaluation at national level. Compile BIOFIN progress reports (substantive and financial) regularly for UNDP and project partners. Provide technical leadership and support to the BIOFIN project. Provide key technical leadership on Public Finance and technical expertise in assuring horizontal integration and consistency of workstreams/studies. Facilitate coordination of national BIOFIN and NBSAP processes for mutual reinforcement. Provide communication support on project outreach to the stakeholders. Ensure collaboration of counterparts on data and information provision, expert review, and verification. Prepare detailed reports and analysis of national BIOFIN project results and impacts including in preparation for COP12 and for project end. Provide a knowledge management and reporting support.
- ENQUIRIES** : Dr T Makholela Tel No: 012 399 9150
- CLOSING DATE** : 27 March 2023

**POST 07/51** : **DIRECTOR: FORESTRY ENTERPRISE DEVELOPMENT REF NO: FOM16/2023**

**SALARY** : R1 105 383 per annum, (all-inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification in Forestry or relevant qualification on (NQF7) within the related field as recognised by SAQA. A minimum of five years' experience at middle /senior management level. Experience in Forestry or related field. Knowledge of National Forestry Act, 84 of 1998 (NFA), National Veld Fire Forestry Act, 101 of 1998 (NVFFA). Knowledge of Policy Development and Implementation. Conceptualisation and coordination of campaigns and events. Participatory Approaches in Forest Management and Forest Enterprise Development. Leadership Management. Coordination and Stakeholder Liaison. Change Management. People Management. Financial Management. Sound Research, Analytical, Organising, Planning, and Presentation. Interpersonal Skills. Good communication skills (Verbal and written). Ability to work with difficult persons and to resolve conflict. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : Manage and ensure the implementation of timber production enterprises. Coordinate, oversee and promote the afforestation programmes in the sector. Ensure support for communities who are eligible to establish new plantations. Establish and maintain partnerships with industry role-players to ensure development of land earmarked for afforestation. Manage and ensure the implementation of non-timber forest products programmes. Develop and review strategy framework on Non-Timber Forest Products. Promote and implement initiatives to ensure partnerships between owners of forest land and beneficiaries of non-timber forest products. Manage and coordinate technical and funding support for the subsectors in the forestry value chain. Coordinate partnerships with various development agencies that can assist in supporting SMMEs. Develop an integrated support programme for SMMEs in the sector. Monitor and evaluate the impact of the forestry enterprise development programme.

**ENQUIRIES** : Mr P Ndlovu Tel No: (012) 399 8807

**CLOSING DATE** : 27 March 2023

**POST 07/52** : **DIRECTOR: FORESTRY LIVELIHOODS REF NO: FOM17/2023**

**SALARY** : R1 105 383 per annum, (all-inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification in Forestry or relevant qualification on (NQF7) within the related field as recognised by SAQA. A minimum of five years' experience at middle /senior management level. Experience in Forestry or related field. Knowledge of National Forestry Act, 84 of 1998 (NFA), National Veld Fire Forestry Act, 101 of 1998 (NVFFA). Knowledge of Policy Development and Implementation. Conceptualisation and coordination of campaigns and events. Participatory Approaches in Forest Management and Forest Enterprise Development. Leadership Management. Coordination and Stakeholder Liaison. Change Management. People Management. Financial Management. Sound Research, Analytical, Organising, Planning, and Presentation. Interpersonal Skills. Good communication skills (Verbal and written). Ability to work with difficult persons and to resolve conflict. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : Ensure the implementation of the forestry livelihood programmes. Formulate programmes and guidelines for the sustainable access of communities to forest resources. Promote and create awareness among communities and their service providers of the opportunities for sustainable livelihoods support through forestry. Champion the participatory approaches to Sustainable Forest Management. Ensure implementation of forestry projects that ensures household security through systems such as Agroforestry. Manage and coordinate forestry campaigns. Establish linkages and partnerships with key role players to maximise impact and to leverage on resources for the campaigns. Manage and ensure the implementation of the Forestry National Greening Programmes. Create awareness on sector forestry programmes.

Monitor and evaluate livelihood and greening programmes. Ensure collation of tree planting statistics to report departmental and broader stakeholder initiatives. Ensure the review of training policies, guidelines, documents, and tools to enhance greening implementation and nursery management.

**ENQUIRIES** : Mr P Ndlovu Tel No: (012) 399 8807  
**CLOSING DATE** : 27 March 2023

**POST 07/53** : **DIRECTOR: FORESTRY SCIENTIFIC & TECHNICAL SERVICES REF NO: FOM18/2023**

**SALARY** : R1 105 383 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Forestry or relevant qualification on (NQF7) within the related field as recognised by SAQA. A minimum of five years' experience at middle /senior management level. Experience in forestry environment or related field. Extensive knowledge of National Forestry Act, 84 of 1998 (NFA), National Veld Fire Forestry Act, 101 of 1998 (NVFFA) and the Management of State Forests Act, 128 of 1992. Understanding of law enforcement legislation and relevant regulations. Understanding and knowledge of spatial and non-spatial information systems. Knowledge and understanding of relevant national legislation and international agreements and commitments and their impact. Knowledge and understanding international laws, agreements, and commitments pertaining to Forestry Management. Leadership Management. Programme and Project Management. Knowledge Management. Service Delivery Innovation (SDI). Change Management. People Management and Empowerment. Financial Management. Sound Research, Analytical, Organising, Planning, and Presentation. Interpersonal Skills. Computer literacy. Good communication skills (Verbal and written). Ability to work with difficult persons and to resolve conflict. Initiative and creativity. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : Manage forestry research, development, and innovation in the sector. Ensure that the research function keeps up with the world trends. Manage the development of national norms and standards for sustainable forest management. Manage the development of principles, criteria, Indicators, and Standards for the Sustainable Forest Management (SFM). Ensure provision of scientific forest management guidelines, best practice, and assistance to the Branch and broader forestry sector. Manage the provision of specialist technical advice and support to the Branch and other relevant stakeholders. Manage the provision of forestry subject inputs towards integrated environmental management. Facilitate and monitor the implementation, maintenance, and improvement of sustainable forestry management business processes. Provision of strategic forestry information and knowledge to support policy development and decision-making. Ensure compliance with the national and international forestry reporting requirements. Co-ordinate and manage spatial and non-spatial information gathering processing and analysis. Co-ordinate regional Geographical Information Systems (GIS) and processes for gathering data and mapping. Maintain a comprehensive GIS database for the region with maps and environmental data. Oversee the development of GIS reports, for further action.

**ENQUIRIES** : Mr P Ndlovu Tel No: (012) 399 8807  
**CLOSING DATE** : 27 March 2023

**POST 07/54** : **DIRECTOR: STATE FOREST LAND ADMINISTRATION REF NO: FOM19/2023**

**SALARY** : R1 105 383 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Forestry or relevant qualification on (NQF7) within the related field as recognised by SAQA. A minimum of five years' experience at middle /senior management level. Experience in Forestry and/or land administration or related field. Knowledge of National Forestry Act, 84 of 1998 (NFA), National Veld Fire Forestry Act, 101 of 1998 (NVFFA) and Natural Environmental Management Act, 107 of 1998. Knowledge in regulation of natural resources. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of government administrative

procedures (PFMA and Treasury Regulations). Leadership Management. Coordination and Stakeholder Liaison. Change Management. People Management. Financial Management. Sound Research, Analytical, Organising, Planning, and Presentation. Interpersonal Skills. Good communication skills (Verbal and written). Ability to work with difficult persons and to resolve conflict. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

- DUTIES** : Develop long term lease agreements in terms of land use, asset management, land reform and tenure rights. Ensure provision of support to regions in the transfer of state plantations. Liaise and ensure participation by all relevant stakeholders in the forestry transfer planning processes. Manage the design of appropriate forest transfer models. Monitor compliance with transfer agreements. Ensure the effective management planning of state forests. Ensure effective planning in respect of the management of State. Manage the allocation of contract or concession areas for commercial forestry purposes. Ensure the consolidation of reports in respect of resource inventory, asset register, annual stock enumeration and estimate damage of fires on the appropriate systems. Ensure revenue generation through the sustainable management of state forestland. Promote and support growth activities for commercial forestry. Ensure the sustainable development and management of plantation forestry to optimize the social, economic, and environmental benefits.
- ENQUIRIES** : Ms M Leseke Tel No: (012) 307 5704
- CLOSING DATE** : 27 March 2023

#### OTHER POSTS

- POST 07/55** : **DEPUTY DIRECTOR: ENVIRONMENTAL SECTOR PLANNING AND PERFORMANCE MANAGEMENT SUPPORT REF NO: CMS05/2023**

- SALARY** : R766 584 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6)/Degree in Public Administration/ Public Management/Business Management or relevant qualification. A minimum of three (3) years relevant experience of which three (3) years should be at junior managerial level (Assistant Director Level or equivalent). Proven competencies on organizational performance management, information & Electronic document management, and environment sector planning. Knowledge of Public Service Procedures and Prescripts. Knowledge of relevant legislations, National Treasury and Presidency guidelines in relation to planning and performance management. Knowledge of government Administration and Financial procedures. Knowledge of management processes and principles. Sound organizing and planning skills. Analytical skills. Good communication skills. Effective customer relationships management skills. Research and scientific reporting. Project management skills. Presentation skills and stakeholder engagement/management. Computer literacy. Ability to work independently and under extreme pressure.
- DUTIES** : Ensure provision of the strategic planning support on the development and review of the Environment Sector's 5-year plan with relevant sector Partners. Provide annual planning support to the Environment Sector intergovernmental stakeholders on the development of annual work plans aligned with sector MTSF priorities and mandate. Ensure provision of performance management monitoring and reporting on Environment Sector Priorities. Provide administrative and stakeholder management support.

- ENQUIRIES** : Ms S Sangqu Tel No: 012 399 9017
- CLOSING DATE** : 20 March 2022

- POST 07/56** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: PRIORITY AREA IMPLEMENTATION REF NO: CCAQ01/2023**

- SALARY** : R517 725 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A four-year Degree (NQF 8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field. Knowledge of environmental and developmental issues (globally, regionally, locally). Detailed knowledge of the National Environment

Management: Air Quality Act and government administrative processes. Ability to develop, interpret and apply policies, strategies and legislation. Understanding of air quality management practices; industrial processes and emissions management. Ability to plan, design and manage projects. Strong stakeholder engagement background; negotiation skills; problem solving and analysis. Customer focus, client orientation, and communication skills (Written and Verbal). Good interpersonal relations skills, ability to work under pressure and to resolve conflict.

**DUTIES** : Contribute towards the implementation of Priority Area Air Quality Management Plan, systems, tools, regulations, and strategies. Facilitate the development of annual implementation plans for the priority areas Implementation Task Teams (ITT). Coordinate the implementation of priority area regulations. Facilitate the development and approval of emission reduction interventions and management plans. Monitor and evaluate the implementation of emission reduction interventions and management plans. Provide expert technical and subject specific support to air quality management functions in priority areas including atmospheric emission licensing, information management and capacity building. Manage and coordinate the implementation of specific projects for air quality management in priority area. Perform the review and audit of the implementation systems and interventions contained in the Priority Area Air Quality Management Plans. Provide inputs to the review and revision of the priority area Air Quality Management Plans.

**ENQUIRY** : Mr. V Senene Tel No: (012) 399 9217

**CLOSING DATE** : 20 March 2022

**POST 07/57** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: AIR QUALITY IMPROVEMENT PROGRAM REF NO: CCAQ02/2023**

**SALARY** : R517 725 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A four-year Degree (NQF 8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field. Knowledge of environmental and developmental issues (globally, regionally, locally). Detailed knowledge of the National Environment Management: Air Quality Act and government administrative processes. Ability to develop, interpret and apply policies, strategies and legislation. Understanding of air quality management practices; industrial processes and emissions management. Ability to plan, design and manage projects. Strong stakeholder engagement background; negotiation skills; problem solving and analysis. Customer focus, client orientation, and communication skills (Written and Verbal). Good interpersonal relations skills, ability to work under pressure and to resolve conflict.

**DUTIES** : Give support to the Chief Directorate's Air Quality Management related projects. Manage and influence other authorities to incorporate air quality improvement initiatives for non-industrial sectors. Manage and provide support to the coordination and influencing of municipal officials toward implementation of interventions for improving municipal areas air quality. Manage and perform the reviewing and auditing of the non-industrial and sector emission management programs. Manage the identification of problems from non-industrial sources and support the development and implementation of solutions.

**ENQUIRIES** : Mr V Senene Tel No: (012) 399 9217

**CLOSING DATE** : 20 March 2022

**POST 07/58** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: LAND REMEDIATION REF NO: CWM3/2023**

**SALARY** : R517 725 per annum, (OSD package)

**CENTRE** : Pretoria

**REQUIREMENTS** : A four-year degree (NQF Level 8) in Natural / Environmental Science or relevant qualification. Six years post qualification experience in a related field. Extensive knowledge of environmental quality and protection related policies. Understanding of Environmental issues relating to waste management and contaminated land. Waste management planning. Knowledge of Environmental policy, legislation, and regulation development. Knowledge of business planning and budgeting methodologies. Understanding of government standard administrative procedures. Financial and Procurement



- administrative procedures (PFMA & Treasury Regulations). Contract Management. Organisational and planning skills. Good Communication skills (written and spoken). Programme and Project Management. Good interpersonal relations. Advanced computer skills. Strategic, analytical and creative thinking. Ability to collect and interpret information and reports. Ability to work under extreme pressure. Ability to work long hours voluntarily.
- DUTIES** : Conduct environmental performance assessments. Give support to industry on waste management planning and reporting. Identifying and prioritizing the development of the required guidelines, norms and standards for planning and management of waste for various sectors of the industry. Provide support to industries on waste management and contaminated land. Gather information directly from the industry players regarding the challenges that they face in so far as the implementation of the Waste Act is concerned. Encourage industry to participate in the Industry Waste Management Forum. Coordinate and monitor the overall progress towards the implementation of the Forum objectives. Ensure that remediation orders are finalised within timeframes. Monitor compliance with the Order or Remediation Order. Provide support to Compliance and Enforcement chief directorates in attending to complaints related to contaminated land and waste management issues. Ensure that section 36(6) notices are processed within timeframes. Investigate the veracity of the report/referral or complaint and take appropriate action.
- ENQUIRIES** : Dr Tshitangoni Tel No: (012) 399 9793  
**CLOSING DATE** : 20 March 2022
- POST 07/59** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT REF NO: RCSM10/2023 (X2 POSTS)**
- SALARY** : R495 354 per annum, (OSD)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : LLB degree (NQF8) coupled with at least 8 years post qualification experience in the provision of legal services with supervisory skills (candidates with less than eight (08) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Candidates must be in possession of a valid driver's license and be able to travel.
- DUTIES** : Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the department. Advice on the drafting and vetting of contracts and international instruments. Provide strategic legal support to the department. Ensure compliance with POPIA, PAIA and PAJA; and provide legal education to departmental officials.
- ENQUIRIES** : Ms C Jordaan Tel No: 012 399 8795  
**CLOSING DATE** : 20 March 2022
- POST 07/60** : **ASSISTANT DIRECTOR: NRM REGIONAL PROGRAMMES REF NO: EP9005/2023**
- SALARY** : R491 403 per annum  
**CENTRE** : North West  
**REQUIREMENTS** : Bachelor Degree/National Diploma (NQF6) in Natural Science / Environmental Management. A minimum of three (3) years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy.
- DUTIES** : Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment

and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP recruitment monitoring, and reporting the requirements and transformation targets.

**ENQUIRIES** : Mr E Choma at 060 489 3537  
**CLOSING DATE** : 20 March 2022

**POST 07/61** : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT REF NO: ODG02/2023**

**SALARY** : R393 711 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's degree/ National Diploma (NQF 6) in Public Management/ Administration or relevant. A minimum of three (3) years' experience within relevant field. Knowledge of Public service prescripts, administrative procedures, Project Management, Intergovernmental Relations, Treasury Regulations and Financial Regulations. Ability to successfully manage a wide network of relationships. Good interpersonal relations. Ability to work with difficult person and resolve conflict. The candidate must have a sense of responsibility and loyalty, Objectiveness, Integrity, Self-Supervision, highly developed sense of honesty and protect the confidentiality of documents. Skills: Sound organizing skills, strong communication skills (verbal and written), Analytical and problem solving, Computer literacy, taking and drafting of accurate minutes, following on actions, good quarterly report writing, monitoring the implementation, interpersonal and problem-solving skills. Working knowledge of Microsoft office packages and a valid driver's license.

**DUTIES** : Provide Secretariat support to the Departmental Management Committees (Minister and Deputy Minister's meeting, Director-General's Management meetings and Departmental Makgotla. Provide Secretariat support to Intergovernmental Committees (Mintech, Minmec & SSOP Cluster. Monitor and manage the Departmental Calendar framework. Monitor and oversee of Coordination meeting with Ministry and Office of the Director -General. Provide logistical arrangements to the internal and external stakeholders.

**ENQUIRIES** : Mr T Morobane Tel No: 012 3999877  
**CLOSING DATE** : 20 March 2022

**POST 07/62** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-SEABIRDS RESEARCH REF NO: OC01/2023**

**SALARY** : R369 351 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma (NQF 6) in Biological Science, or equivalent qualification. Compulsory registration with the SACNASP as certificated natural scientist. Three years' relevant post-qualification technical experience is required. Registration with SACNASP is compulsory. Experience in research design and application of data collection methods. Familiarity with data management/ quality control and parameters for validation. Experience and/or qualification in data management and analysis software/programs. Understanding of practical application; design; maintenance and/or calibration of marine monitoring equipment/systems. Ability to organize and participate in field work and/or go to sea for extended periods. Successful candidate must be within the basic parameters to satisfy sea-going & commercial diver medical/physical and Safety at Sea Training. The following would be an added advantage: a small

**DUTIES**

: craft skipper's certificate (Merchant Shipping Act, 1951); commercial dive qualification or willingness to train for one. Experience working with large marine vertebrates (turtles; sharks; marine mammals and seabirds). Assist with developing a seabirds sampling method, implement necessary seabirds related policies and field trips. Assist with the development and rollout of data collection applications for seabirds. Contribute towards and participate in other top predators' research/ data collection efforts (i.e. seabirds, sharks and marine mammals). Assist with the training of preliminary interpretation of seabird's data collected during both the field and the at sea observation of top predators. Assist with research design, logistic coordination and apply instruments and equipment under practical field conditions. Data collection, management, and analysis. Provide general technical assistance on ship/small boat data collection and other top predators-related research activities. Participate and plan research operations and field trips. Maintenance, calibration, and operation of scientific equipment. Provide technical support and technical advice. Conceptualize and development of scientific equipment. Liaise with relevant bodies/councils on technology-related matters. Manage research activities and review proposed scientific projects. Proficiency in various data collection methods and software packages. Participate in working groups and scientific fora. Preparation of data and routine interpretation, Database, and data management; and analysis of technical scientific data. Assist with small boat operations. Assist with procurement and purchase of research equipment. Manage and participate in categorizing, storage and maintenance of samples and data collection. Data analysis, report writing. Develop skills, mentor, and supervise junior staff, interns and students. Manage and lead the field surveys for research in the southern oceans. Manage research activities and review proposed scientific projects. Promote public awareness of scientific activities. Develop working relations with the client base. Mentor, train and develop technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

**ENQUIRIES**

: Dr A Makhado Tel No: 0218195021 / Ms S Singh Tel No: 0218195048 / Mr M Seakamela: 0218195049

**POST 07/63**

: **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-SEABIRDS RESEARCH REF NO: OC02/2023**

**SALARY CENTRE REQUIREMENTS**

: R369 351 per annum  
: Cape Town  
: National Diploma (NQF 6) or BSc in Biological Science, Natural science, or equivalent qualification. Compulsory registration with the SACNASP as a certified natural scientist. Three years' relevant post-qualification technical experience is required. Registration with SACNASP is compulsory. Experience in research design and application of data collection methods. Familiarity with data management/ quality control and parameters for validation. Experience and/or qualification in data management and analysis software/programs. Understanding of practical application; design; maintenance and/or calibration of marine monitoring equipment/systems. Ability to organize and participate in field work and/or go to sea for extended periods. Successful candidate must be within the basic parameters to satisfy sea-going & medical/physical and Safety at Sea Training. The following would be an added advantage: a small craft skipper's certificate (Merchant Shipping Act, 1951); commercial dive qualification or willingness to train for one. Experience working with large marine vertebrates (turtles; sharks; marine mammals and seabirds).

**DUTIES**

: Assist with developing a seabirds sampling method, implement necessary seabirds related methods, protocols and policies and field trips. Assist with the development and rollout of data collection applications for seabirds i.e., conduct surveys of breeding seabirds island, and assess foraging distributions. Contribute towards and participate in other top predators' research/ data collection efforts (i.e., seabirds, sharks, and marine mammals). Assist with the training of preliminary interpretation of seabird's data collected during both the field and the at-sea observation of top predators. Assist with research design, logistic coordination and apply instruments and equipment under practical field conditions. Data collection, management, and analysis. Provide general technical assistance on ship/small boat data collection and other top predators-related research activities. Participate and plan research operations and field trips. Maintenance, calibration, and operation of scientific equipment. Provide

technical support and technical advice. Conceptualize and development of scientific equipment. Liaise with relevant bodies/councils on technology-related matters. Manage research activities and review proposed scientific projects. Proficiency in various data collection methods and software packages. Participate in working groups and scientific fora. Preparation of data and routine interpretation, Database, and data management; and analysis of technical scientific data. Assist with small boat operations. Assist with procurement and purchase of research equipment. Manage and participate in categorizing, storage and maintenance of samples and data collection. Data analysis, report writing. Develop skills, mentor, and supervise junior staff, interns and students. Manage and lead the field surveys for research in the southern oceans. Manage research activities and review proposed scientific projects. Promote public awareness of scientific activities. Develop working relations with the client base. Mentor, train and develop technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

**ENQUIRIES** : Dr A Makhado Tel No: 021493 7286

**POST 07/64** : **PROJECT COORDINATOR**

**SALARY CENTRE** : R331 188 per annum  
 : Northern Cape Ref No: EP9001/2023  
 : North West Ref No: EP9002/2023

**REQUIREMENTS** : National Diploma (NQF6)/Degree in Natural/Environmental Science. A minimum of three years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

**DUTIES** : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render projects close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

**ENQUIRIES** : Northern Cape: Mr N Manngo Tel No: (053) 836 7600  
 : North West: Mr E Choma Tel No: 066 489 3537

**CLOSING DATE** : 20 March 2022

**POST 07/65** : **SOCIAL DEVELOPMENT/TRAINING OFFICER REF NO: EP9003/2023**

**SALARY CENTRE** : R218 064 per annum  
 : Eastern Cape

**REQUIREMENTS** : National Diploma (NQF6)/ Degree in Social Sciences or relevant equivalent qualification. A minimum of one year experience in relevant field. Be able to gather and analyse information, to develop and apply policies. Must be able to compile Annual Training Plans for participants. Computer literacy, good communication skills, sound organising and planning skills. Sound knowledge of Skills Development legislation, SAQA and accreditation requirements. Willingness to work under extreme pressure and work with difficult people. Be a responsible, loyal, honest, and reliable person. Ability to work long hours voluntary with limited supervision and travel extensively. Valid driver's license.

**DUTIES** : To develop contractor and empower beneficiary. Assess and monitor compliance to the Working for Water operational standards. Ensure promotion of health to Natural Resource Management Beneficiaries. Educate beneficiaries in reproductive health. Coordinate referrals and update directory. Raise awareness on health issues to NRM beneficiaries. Ensure implementation of training interventions for participants meet required standards. Compile and submit training reports. Conduct Induction training to EP participants. Represent Working for Water at various local forums and

establish and maintain sound stakeholder engagements. .Assist in coordination of training and monitor and evaluate training at project level. Ensure training duration or number of days are observed and achieved.

**ENQUIRIES**  
**CLOSING DATE**

: Mr C Martheze Tel No: (021) 441 2721 / (021) 941 6090  
: 20 March 2022

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 13 March 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal.

**OTHER POSTS**

- POST 07/66** : **ASSISTANT DIRECTOR: CONTENT, DIGITAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REF NO: 3/1/5/1-23/17**  
Directorate: Eastern Cape Provincial Office
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Eastern Cape Provincial Office: East London
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including digital communication/marketing, content development, media liaison, stakeholder

relations, research and development communication. The successful candidate should have knowledge of the Eastern Cape Province. Knowledge of administration and finances is required. Be innovative and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Computer literate with good interpersonal and presentation skills. A valid code 8 driver's license is an essential requirement, as the work entails extensive travelling. Ability to work under pressure.

**DUTIES**

: The successful candidate will provide support in overseeing the work of the Provincial Office. Serve as the Sub-project Desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating implementation of projects and the monitoring & evaluation of work done by GCIS District/Metro-based officials. Oversee the functioning of information resource centres (IRC) in the Provincial and District offices. Oversee the distribution and dissemination of government information in the Province. Responsible for the revision and development of a Provincial distribution strategy for government information products. Quality assures the corporate and branding identity of government information products. Responsible for the development and maintenance of high-level stakeholder relations in the Province. Support the coordination and implementation of rapid response requirements in the Province. Oversee, generate and localise content for usage through digital and on-line platforms. Support to government public participation initiatives such as Imbizo including feedback and follow up on the required communication interventions as recommended. The ASD will be responsible for the monitoring and evaluation of the work of the GCIS Eastern Cape Office including evidence verification, document management, desktop research duties and impact assessments.

**ENQUIRIES  
NOTE**

: Mr Ndlelantle Pinyana Tel No: 043 722 602/9  
: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race. (Only when shortlisted).

**POST 07/67**

: **ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-23/18**  
Directorate: Research and Knowledge Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09)  
: Pretoria  
: Applicant should be in possession of an appropriate 3 year Degree (NQF Level 6) in communication science/Social Science/Political Science or Statistics. Three years of experience in research/ communication research of which one year should be at salary level seven (7) or eight (8) (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Knowledge: Good general knowledge and interest in current and governmental affairs. Skills: Must be well-versed in all aspects related to communication research processes as well as qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. Proficiency in MS programmes and data analysis packages (SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure. The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend night away from home.

**DUTIES**

: Assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and support service to GCIS and to clients in terms of communication research. Professionally liaise with the service providers and clients. Use SPSS and MS Excel programmes for quantitative data. Interpret research result and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research finding at various stakeholders meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management Work as part of the team in the Directorate and GCIS project teams. Competency test: Shortlisted candidate will be subjected to a competency test.

**ENQUIRIES**  
**NOTE**

- : Dr Ntombifuthi Nala Tel No: (012) 473 0218
- : Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race. (Only when shortlisted).



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(KwaZulu Natal CET College)**  
**(Mnambithi TVET College)**  
**(Goldfields TVET College)**  
**(Thekwini TVET College)**  
**(Umfolozu TVET College)**  
**(Coastal KZN TVET)**

**OTHER POSTS**

<b><u>POST 07/68</u></b>	:	<b><u>ASSISTANT DIRECTOR STUDENT REGISTRATION SERVICES REF NO: CAO 01 /2023</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10), plus benefits
<b><u>CENTRE</u></b>	:	Central Admin Office (Coastal KZN TVET College)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate/Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) in Business Administration, Public Administration or related qualification plus at least 3-5 years' relevant supervisory experience in the Administration in student registration services environment or relevant field, computer literacy and a valid driver's license. Recommendations: Experience in the post schooling education and training (PSET) sector will be an added advantage, extensive experience in any or all of the following general management spheres: registry, strategy and support management. Willingness to work irregular hours and travel extensively. 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 the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Proven report writing and presentation skills in the public sector and its legislative framework, good communication skills and people empowerment, planning and execution, proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.
<b><u>DUTIES</u></b>	:	Manage the administration of the overall student registration. Develop review and monitor the implementation of policies and procedures in relation to student registration, admission, scheduling, and records. Provide workshops on the implementation of policies and procedures in relation to student registration, admission, scheduling, and records. Develop marketing strategies to attract new potential students. Manage student registration and ensure proper procedures are followed. Develop and review the registration document for accuracy. Manage the database for new graduates and alumni in the job market. Ensure provisioning of pre-entry support services to students during the registration process in relation to (financial aid, bursaries, and student accommodation). Provide guidance and testing of students with regard to the choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientation is conducted in the college and campuses. Ensure that learner's information is captured on ITS. Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration student learning material. Oversee issuing and collection of textbooks and learning materials. Ensure textbooks are well maintained. Manage the coordination of career exhibition services. Market college programmes at schools, exhibition and during open days at college Management of all Human, Financial and resources of the unit.
<b><u>ENQUIRIES</u></b>	:	RK Ramdev HR Unit Tel No: (031) 905 7000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

- NOTE** : Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 10 March 2023
- POST 07/69** : **ASSISTANT DIRECTOR CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: CAO 02 /2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), plus benefits  
: Central Admin Office (Coastal KZN TVET College)  
: Grade 12/Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) / Bachelor's Degree in Office Management and Technology/ teaching qualifications or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Knowledge of Public Service Act. Knowledge of the TVET Act; Computer literacy. Leadership and management skills, project management skills, and communication, inclusive of presentation skills. Ability to work independently as well as in a team. Planning, organizing, leading, and control skills. Research, report writing and presentation.
- DUTIES** : Planning, Managing and Monitoring of programmes: To plan for implementation of learnerships and short programme. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do site visits where necessary. Establishment of partnerships: To establish more partnerships with public and private sector to get more funding for learnerships and short skills programme. To establish partnerships for work placements of learners who are doing learnerships to be able to do their practicals. To sustain partnership that are already in existence with the College Programme accreditation with all Seta's. To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College. To align our application for accreditation with Skills Audits of both Municipalities Budget Control. To be responsible for the Sectional budget on payment of training providers, facilitators and learner stipends Purchase of stationery, PPE's and work equipment Risk Management and Reporting: To identify risks that may affect smooth running of the Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends. To submit monthly reports to BMM and quarterly reports to funders.
- ENQUIRIES APPLICATIONS** : RK Ramdev HR Unit Tel No: (031) 905 7000  
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

**NOTE** : Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

**CLOSING DATE** : 10 March 2023

**POST 07/70** : **ASSISTANT DIRECTOR LINKAGES AND PARTNERSHIPS REF NO: CAO 03/2023**

**SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), plus benefits  
 : Central Admin Office (Coastal KZN TVET College)  
 : Grade 12/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) / Bachelor's Degree in Project Management / Marketing or related qualification plus at least 3 to 5 years' supervisory experience in a Project Management/ Business Development and computer literacy and a valid driver's license. Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Skills: Negotiation, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer Literacy, Analytical, Client orientated, Project management, Team Leadership, Planning and organizing, People management.

**DUTIES** : Partnership Management. Build a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Form partnership with industry and relevant stakeholders. Business opportunities scanning, identify opportunities for College, income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Local and Provincial government relations. Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business. Conduct visibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts with clients. Provide training and support to LPU and campus staff members on SETA and

contractual compliance matters. Coordinate accreditation and application for new programme approvals. Handover the project to the relevant campus or occupational manager. Oversee and maintain student work placement and Work Integrated Learning (WIL). Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies. Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MO U's). Oversee SETA discretionary grant applications. Oversee the implementation of Workplace Base Exposure. Submission of quarterly monitoring and evaluation data Management of all Human, Financial and other resources of the unit.

**ENQUIRIES  
APPLICATIONS**

: RK Ramdev HR Unit Tel No: (031) 905 7000  
 : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

**NOTE**

: Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

**CLOSING DATE**

: 10 March 2023

**POST 07/71**

: **ASSISTANT DIRECTOR OFFICE MANAGER (OFFICE OF THE PRINCIPAL)  
REF NO: CAO 04/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09), plus benefits  
 : Central Admin Office (Coastal KZN TVET College)  
 : Grade 12/ Senior Certificate/ Equivalent at Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Public Management / Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience in a strategic planning and administration environment or related field. A certificate on advanced management development program will be an added advantage. Recommendations: Advanced experience in the development of policies/ implementation strategies and practical experience in Office Management and Technology or public management will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public

Service Act, Labour Relations Act and any other related legislation. Skills: Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, Computer literacy, analytical, client oriented, project management, team leadership, planning and organizing, people management.

**DUTIES**

: 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. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal. Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions. Coordinate reports/presentations to all forums attended by the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Co-ordinate and arrange all meetings, proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents and supporting for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safety kept. Prepare all presentations, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services. Facilitate and co-ordinate operational and strategic planning process. Coordinate and compile strategic and operational plans. Set research agenda. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into inputs (good and services).

**ENQUIRIES**

: RK Ramdev HR Unit Tel No: (031) 905 7000

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

**NOTE**

: Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification;

criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

**CLOSING DATE**

10 March 2023

**POST 07/72**

**ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: CORP 02/2023 (X1 POST)**

Permanent

**SALARY**

R393 711 per annum (Level 08)

**CENTRE**

Central Office (Durban: Asherville)

**REQUIREMENTS**

Matric certificate or equivalent 3 years Tertiary qualification (REQV13) in Building Science /Architecture /Civil Engineering /Construction Management/Property Management) or relevant qualification as recognized by SAQA Basic Health and Safety Certificate 3-5 years' functional experience in Facilities and Building Management of which 2 years in supervisory level salary level 7 or 8. Knowledge and experience in SHERQ and OHS environment Valid drivers' license Computer literate and competent in Microsoft Office (Word/Excel/PowerPoint/Outlook/Teams) Good verbal and written communication skills, presentation and report writing-skills Good interpersonal, people management and team leadership skills Good Planning and organizing, financial management, presentation, report writing, problem solving, analytical, client oriented, project management skills Ability to work independently Client service focused, integrity, committed, proactive, loyal Ability to maintain a high level of confidentiality at all times.

**DUTIES**

Plan, Coordinate the implementation of preventative maintenance plans Monitor the implementation of maintenance plan regarding machinery, tools and equipment Ensure provision of office accommodation and parking services Optimize the utilization of space in building and land. Responsible for optimal space planning and full building maintenance. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Identify potential risk hazards in the building Ensure the provision of cleaning services Ensure proper signage (Warning information signs) in and around the buildings of the institution to minimize safety risk. Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and OHS Conduct OHS awareness programmes Assist with information regarding health and safety matters. Develop the college emergency evacuation plan Conduct safety audits in all the premises Identify potential health and safety hazards Ensure that the OHS committee is established and active Develop quality assurance and SHERQ Policies Investigate health and safety related complaints Ensure that all workshops at the College comply to statutory requirements Ensure formation/ appointments and training of safety representatives and first aiders at all College sites Reporting and coordination all the IODs Oversee fleet management Develop and implement fleet management policies Ensure and monitor the cleanliness and maintenance of vehicles Ensure control, supervision and authorization of all official usage of all College vehicles Ensure warranty management, maintenance, insurance and licensing of vehicles Ensure the monitoring of appropriate license of drivers of vehicles Ensure monitoring of logs books Ensure the monitoring of compliance with the procedures to be followed in the case an accident Ensure the monitoring of parking of the vehicles Maintain the physical security functions including key control, personnel, document and surveillance security. Development, review and monitor the implementation of security policy Ensure the provision of technical security services Responsible for security and access control at facilities Monitor and upgrade the access control system of the college Conduct preliminary theft investigation Develop and maintain as security training capacity for the college Ensure proper control procedures and monitoring of the electronic security system Ensure adherence to contractors SLA on site such as security, garden service etc. Records management Management of all Human, Financial and other resources of the unit.

**ENQUIRIES**

Ms. Vuyiswa Madonda Tel No: 031 2508408

**APPLICATIONS**

Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE**

Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))),

which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 17 March 2023

**POST 07/73**

: **ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: CAO 05/2023**

**SALARY**

: R393 711 per annum (Level 09), plus benefits

**CENTRE**

: Central Admin Office (Coastal KZN TVET College)

**REQUIREMENTS**

: Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Labour Relations, Employment Relations and Human Resource Management or related qualification plus at least 3 to 5 years of supervisory experience in Labour Relations or Human Resource Management environment or related field, computer literacy and a valid driver's license. Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Skills: Administrative, Planning and organizing, Financial management, report writing, Communication and interpersonal, Problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management, conducting investigations, presentation skills.

**DUTIES**

: Maintain sound Labour Relations. Render advice on labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action. Minimize labour disputes and ensure labour peace. Management of appeals and disputes within the prescribed timelines. Facilitate and conduct labour relations training and workshops. Ensure proper implementation of the collective bargaining council resolutions. Represent the college at Bargaining councils and the CCMA. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES**

: RK Ramdev HR Unit Tel No: (031) 905 7000

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

**NOTE**

: Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose

appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

- CLOSING DATE** : 10 March 2023
- POST 07/74** : **ASSISTANT DIRECTOR FACILITIES AND RECORDS MANAGEMENT REF NO: CAO 06/2023**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), plus benefits  
: Central Admin Office (Coastal KZN TVET College)  
: Grade 12/NC(V) L4 certificate, plus a Diploma/Degree in Building Management/ Construction Management or related qualification. 5 years' relevant experience of which three years must be in a supervisory level in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. A knowledge of record management system. A knowledge of fleet management. A valid driver's license.
- DUTIES** : Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations. Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines. Compile, implement and monitor maintenance plans regarding machinery, tools and equipment. Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and occupational health and safety. Oversee fleet management. Develop and implement fleet management policies. Ensure and monitor cleanliness and maintenance of vehicles. Ensure warranty management, maintenance, insurance and licensing of vehicles. Ensure monitoring of logs books. Ensure the monitoring of compliance with the procedures to be followed in the case of an accident. Ensure control, supervision and authorization of all official usage of all College vehicles. Ensure the monitoring of parking of the vehicles. Maintain the physical security functions including key control, personnel, document and surveillance security. Development, review and monitor the implementation of security policy. Responsible for security and access control at facilities. Ensure adherence to contractors Service Level Agreements. Conduct preliminary theft investigation. Develop and maintain as security training capacity for the college. Ensure proper control procedures and monitoring of the electronic security system. Ensure adherence to contractors SLA on site such as security, garden service etc. Records Management. Prepare monthly, quarterly and annual reports for Management and Council. Ensure formation/appointments and training of safety representatives and first aiders at all College sites. Reporting and coordination all the IOD's. Manage human, financial and other resources of the unit.
- ENQUIRIES APPLICATIONS** : RK Ramdev HR Unit Tel No: (031) 905 7000  
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- NOTE** : Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The



employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

- CLOSING DATE** : 10 March 2023
- POST 07/75** : **ASSISTANT DIRECTOR FINANCIAL ACCOUNTING SERVICES REF NO: CAO 07/2023**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), plus benefits  
: Central Admin Office (Coastal KZN TVET College)  
: Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Financial Management (NQF Level 6) or related qualification. At least (3) to (5) years supervisory experience. A post graduate qualification and/or articles will be added advantage. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. Knowledge, application and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the GRAP Standards. Knowledge and experience in compiling financial statements. Experience in managing a team of employees and providing leadership. Experience in risk assessment, risk mitigation and monitoring of internal controls. Negotiation and persuasion skills. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. A valid driver's license is a prerequisite. Advanced analytical, client oriented, and project management skills. Willingness to work long hours.
- DUTIES** : Collection and recording of revenue – cashier, banking services and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Oversee the compilation of interim and annual reports on conditional grants; Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance (CFO) with regards to the compilation of Annual Financial Statements and Monthly Reports. Review monthly reconciliations and perform financial reporting duties to internal and external parties. Support the Executive Management with the compilation of quarterly reports to the Finance Committee and Council. Monitor the internal controls in the Finance Division and ensure adherence to controls throughout the college. Liaise with internal and external auditors and provide access to documentation. Provide training and workshops across campuses on internal controls. Provide financial ratio analysis and guide the CFO on what needs to be improved in order to promote a self-sustainable college. Assist the CFO in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services.
- ENQUIRIES APPLICATIONS** : RK Ramdev HR Unit Tel No: (031) 905 7000  
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or

**NOTE**

hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

: Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**CLOSING DATE**

: 10 March 2023

**POST 07/76**

: **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (ICT) REF NO: GC2023/03**  
(Permanent)

**SALARY CENTRE REQUIREMENTS**

: R393 711 per annum, plus benefits  
: Goldfields TVET College  
: Recognized National Diploma (NQF 6) in Information Technology or related qualification and at least 3 to 5 years working experience in IT environment and a valid driver's license. Recommendations: Knowledge of computer and hardware. Software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. The following skills will also be an added advantage administer computer hardware, software and network, administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client orientated, project management, team leadership, planning and organizing and people management.

**DUTIES**

: Develop, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network & Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware,

Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES** : about this post may be directed to Mr MP Pinkoane Deputy Director: Corporate Services Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom.

**NOTE** : 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** : 10 March 2023

**POST 07/77** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: GC2023/04**  
(Permanent)

**SALARY** : R393 711 per annum, (Level 09), plus benefits

**CENTRE** : Goldfields TVET College

**REQUIREMENTS** : Appropriate National Diploma or Bachelor's degree (NQF level 6/7) in Human Resource Management or relevant qualification. 3-5 years' experience in Human Resource Management and 2 of which should be relevant supervisory experience. Knowledge and interpretation of applicable Public Service Legislation and policies. A valid driver's licence, willingness to travel and work extended hours. Knowledge of the Higher Education Sector and PERSAL system will be an added advantage. Skills and knowledge: Knowledge of HR Policies and Public Service Regulations. Understanding of HR standard operating procedures. Conflict management skills with regard to people management. Sound verbal and written communication skills. Project management, Computer literacy, and Analytical and Problem-Solving skills. Accuracy in report writing and meeting tight deadlines. Good presentation and facilitation skills.

**DUTIES** : Provide HR planning and monitoring services by developing policies and monitoring consistent compliance with prescripts. Monitoring the implementation of employment equity. Provide HR administration services by administering service conditions for staff. Management of leave. Ensure timeous advertising and filling of vacancies and keep an efficient HR registry. Oversee Performance management and Human Resources Development:

Provide support on performance management services including bursary administration. Compile and implement HR unit's annual performance plan. Provide efficient labour relations services by promoting labour peace and a healthy organisational culture. Coordination of disciplinary matters within the relevant legislative framework. Conduct performance reviews of staff within the unit. Facilitate change management and organisational transformation services. Compile monthly and quarterly reports.

**ENQUIRIES** : about this post may be directed to Mr MP Pinkoane Deputy Director: Corporate Services Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom.

**NOTE** : 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** : 10 March 2023

**POST 07/78** : **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT AND ASSETS MANAGEMENT (PERMANENT) REF NO: UMF/67/02/2023**

**SALARY** : R331 188 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE** : UMfolozi TVET College, Central Office

**REQUIREMENTS** : Matric Certificate, A recognized National Diploma or degree in Supply Chain Management /BCom Accounting. 3-5 years' experience in Supply Chain Management and Asset Management environment. Knowledge of asset management procedure and understanding of SCM Framework. Knowledge of Treasury regulations and CET Act. Planning and organising skills, Good Communication (Verbal and written), Computer literacy, valid driver's licence. Good report writing skills and Team work. Knowledge of SAGE program will be added advantage.

**DUTIES** : Be in full understanding of SCM Framework and Treasury Regulations. Ensure overall supervision and administration function for the College Bid process. Ensure acquisition, demand, logistics Management adhere to SCM Policy of the College at all times. Adhere to turn around time, must be managed from this office, taking into effect Logistics Management. Responsible to develop monthly report to Assistant Director Supply Chain Management. Responsible for developing and managing contract register. Ensure procurement plan for the College is developed and adhered to. Be in attendance to bid evaluation and give direction to evaluation committee. Be an attendee for all finance Sub Committee of Council. Ensure month end procedures are done adequately. Ensure overall supervision and administrate the procurement of goods and services through effective, efficient and transparent acquisition management services. Attend to matters of dispute. Ensure well operations between finance and SCM unit. Supervise human, physical and financial resources. Control and ensure all documents ready for payments are submitted to Finance. Be responsible for and attend to external and internal audit for the College, in

relation to SCM matters. Assist in developing SLA (Service Level Agreement) and MoU (Memorandum of Agreement). Ensure level of confidentiality is of paramount. Be part of the budgeting team for development of College budget. Ensure completeness of deviation report for the College.

- ENQUIRIES** : Ms NA Sibiya Tel No: 035-902 9501
- APPLICATIONS** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Email: [Applications@umfolozi.edu.za](mailto:Applications@umfolozi.edu.za)
- NOTE** : A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 10 March 2023 at 16:00
- POST 07/79** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CORP 03/2023 (X1 POST)**  
Permanent  
Re-advertisement, all candidates who previously applied are encouraged to apply.
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Central Office (Durban: Asherville)
- REQUIREMENTS** : Public Administration / Public Management (NQF level 6) or equivalent relevant qualification 2–3 years' relevant experience in Human Resource development environment PERSAL Certificate will be an added advantage Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.), Skills Development policy of the Department of Higher Education and Training 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 Accuracy Aptitude for figures Good communication and interpersonal skills Good planning, organizing, time management, financial skills Analytical and problem solving skills Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office). Valid driver's license.
- DUTIES** : Developing and implementing the training and development plan Developing the Work Skills Plan (WSP) and Actual Training Report (ATR), facilitate approval and submission to ETDP SETA and ensure supervision of implementation of the WSP Coordinate, facilitate and implement training Manage and co-ordinate performance management Monitor the implementation of PMDS and IQMS and ensure deadlines are met Coordination and facilitation of training programmes. Facilitate the induction of new employees in the College Facilitate the training and development functions for the College Ensure overall supervision and proper implementation of awarding bursaries in line with the departmental policy Ensure overall supervision and provide technical guidance on the development of job descriptions and ensure that all officials have signed job descriptions Ensure that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Skills analysis of staff Develop training strategy and plan Be the SDF of the College Responsible for

		Human Resources Planning Control the utilization of HRD Budget •Supervise physical, financial, and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
<b><u>APPLICATIONS</u></b>	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/80</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION</u></b> <b><u>REF NO: CORP 04/2023 (X1 POST)</u></b> Permanent
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Central Office (Durban: Asherville)
<b><u>REQUIREMENTS</u></b>	:	Matric certificate or equivalent Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or equivalent relevant qualification 2–3 years' relevant experience in Human Resource development environment Relevant PERSAL Certificate 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 policies, prescripts and practices Extensive understanding and utilisation of PERSAL and archiving Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet) Knowledge of HR Information Systems (e.g. Coltech, ERP etc.) Accuracy Aptitude for figures Good communication and interpersonal skills Good planning, organizing, time management, financial skills Analytical and problem solving skills Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office) Valid driver's license.
<b><u>DUTIES</u></b>	:	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.) Supervision 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 (requisitions, advertisements, appointments, transfers, verification of qualifications, secretariat functions at shortlisting and interviews, absorptions, probation periods etc.) Preparation of HR reports, circulars, memorandums / submissions Ensure overall supervision and proper implementation of staff/personnel records Supervise human, physical, financial and other resources Ability to perform routine tasks Ability to operate office equipment.
<b><u>ENQUIRIES</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
<b><u>APPLICATIONS</u></b>	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an

appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 17 March 2023

**POST 07/81**

: **SENIOR INFORMATION TECHNOLOGY TECHNICIAN REF NO: CORP 05/2023 (X1 POST)**

Permanent

**SALARY**

: R331 188 per annum (Level 08)

**CENTRE**

: Central Office (Durban: Asherville)

**REQUIREMENTS**

: Matric Certificate or equivalent An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Technology or relevant equivalent qualification 2-3 years' work experience in the Information and Communication Technology (ICT) field as an IT Technician An experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. Good Customer Care and client-oriented focus. Good communication skills (Verbal and Written), Troubleshooting and problem-solving skills. IT Software and hardware experience Server administration and programme installations experience A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation Desktop, networking, and voice communication infrastructure experience Full comprehension of IT second and third line of IT support Help desk operation experience Knowledge and understanding of IT LAN and WAN Support, IT Security Installation and troubleshooting Apple Mac and Microsoft environment. Knowledge of Office365 Knowledge and troubleshooting transversal systems (BAS, LOGIS and PERSAL) A valid driver's license.

**DUTIES**

: Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (iPad and Tablets). Installing and upgrading applications (e.g., Microsoft Office 365, Adobe Reader, etc.). Creating user accounts on Active Directory and email accounts (using O365 exchange) for DHET employees. Connecting users to both network and local printers. Ensure network availability for all ICT infrastructures. Adding computers to the domain. Installation and updating of antivirus software. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Ensure reliable connection and access to shared network drives. Upgrading of operating systems. Mapping of network drives. Liaise with external vendors and service providers. Analyse and resolve user technical problems Supervise staff Compile weekly, monthly, quarterly, and annual reports.

**ENQUIRIES**

: Ms. Vuyiswa Madonda Tel No: 031 2508408

**APPLICATIONS**

: Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE**

: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 17 March 2023

**POST 07/82**

: **SENIOR EXAMINATION OFFICER REF NO: EXAM 01/2023 (X1 POST)**

Permanent

**SALARY**

: R331 188 per annum (Level 08)

**CENTRE**

: Central Office (Durban: Asherville)

**REQUIREMENTS**

: Matric certificate or equivalent Recognized National Diploma in Education and Business related qualification (NQF level 6) or equivalent relevant qualification 2-3 years' relevant experience in the Teaching and Learning environment

Experience in the interpretation, development, and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures Knowledge of White Paper on PSET Act 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 and TVETMIS Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act Good communication and interpersonal skills Good planning, organizing, time management, financial skills Analytical and problem solving skills Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office) Valid driver's license.

**DUTIES** : Ensure the overall supervision and coordination of effective and efficient internal and external examination and assessment services in the college Coordinate meetings of assessment and examination matters throughout Campuses. Coordination of subject committees and the setting of quality assessment tasks Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines Ensuring that ICASS & ISAT marks are captured on time and submitted as per the DHET Management Plan. Drafting of the College Assessment Schedule. Ensure the overall supervision, coordination and training of Invigilators, Markers and Data Capturers Ensure overall supervision and establishment of a functional of Irregularity Committee Ensure the overall supervision and management of issuing certificates. Ensure overall supervision and proper administration of both the internal assessment and external examination services Supervising human, physical and financial resources. Developing College Assessment and Moderation Policies and Procedures.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 17 March 2023

**POST 07/83** : **SENIOR IT TECHNICIAN REF NO: GC2023/05**  
 (Permanent)  
 (Re-advert of GC2022/32)

**SALARY** : R331 188 per annum, plus benefits  
**CENTRE** : Goldfields TVET College  
**REQUIREMENTS** : 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.

**DUTIES** : 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.
- ENQUIRIES** : may be directed to Mr MP Pinkoane: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom.
- NOTE** : Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. 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** : 10 March 2023
- POST 07/84** : **CHIEF REGISTRY CLERK REF NO: CORP 07/2022 (X1 POST)**  
Permanent  
Re-advertisement, all candidates who previously applied are encouraged to apply.
- SALARY** : R269 214 per annum  
**CENTRE** : Durban: Asherville  
**REQUIREMENTS** : Matric Certificate or equivalent A recognized REQV13 qualification in Public Management/Registry Management/ Information Management/ Human Resource Management/ Personnel Management/ Business Management or equivalent relevant qualification 1-2 years relevant administrative working experience in Registry department Must have knowledge of registry duties, practices as well as the ability to compare data and operate a computer. Understanding of legislative framework governing the Public Services. Retrieval and storage procedures in terms of the working environment. Computer skills (MS Office) Flexibility and Teamwork, Planning and organizing, presentation and report writing skills Good communication skills (Verbal and written) Valid driver's license.
- DUTIES** : Supervise and Provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filling and record management services. Supervise the operation and operate office machines in relation to the registry function Supervise the processing of documents for archiving and/disposal Supervise human resource/staff.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an

appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

- CLOSING DATE** : 17 March 2023
- POST 07/85** : **OPEN LEARNING ADMINISTRATOR REF NO: MTVET 2023/15 OLA**  
(Re-Advertisement)
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Central Office, Curriculum, (Mnambithi TVET College)  
**REQUIREMENTS** : Matric/Grade 12/NC(V) Level 4 Certificate, Senior Certificate or equivalent qualification. A minimum of three year Diploma or Degree. Excellent interpersonal skills, good communication skills (written and verbal) in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, filing and recordkeeping. Code 08 Drivers License. Must have proven Computer skills: MS Office Suites. Managerial experience, a teaching qualification and experience in Distance Education/Open Learning will be an added advantage.
- DUTIES** : Provide administrative support to the Open Learning personnel. Develop timetables, assessment schedules and submission plans for the division. Enrolments for open learning division, (with consultation of the campuses for student numbers). Liaise with the appointed Open Learning Examiners, Moderators and Facilitators. Have regular meeting with the Facilitators to ensure smooth running of the contact sessions. Monitor the setting of the assessment material to ensure it meets with the correct standard and quality. Send the assessments to the moderators for moderation. Ensure that the papers set are not carbon copies of DHET National papers, and are set on the correct templates. Provide Open Learning students with their assessments for the semester/trimester, textbooks, work schedules, and assessment schedules for the semester/trimester. Send out sms/emails or phone students in connection with changes in contact sessions, etc. Distribution of assessments to the correct lecturers for marking. Provide feedback to learners. Monitor the implementation of the division on sites of delivery. Capture marks on the Coltech system. Ensure appropriate follow up of action is taken when necessary. Drafting of letters/emails/sms's and responding to routine correspondences. Perform other related duties as assigned.
- ENQUIRIES** : HR Unit Tel No: 036 631 0360  
**APPLICATIONS** : Applications must be addressed for attention of HR Unit, Mnambithi TVET College, Private Bag X 9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370.
- 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
- CLOSING DATE** : 13 March 2023
- POST 07/86** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: FIN 01/2023**  
**(X1 POST)**  
Permanent
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Central Office (Durban: Asherville)  
**REQUIREMENTS** : Matric certificate or equivalent Recognized three (3) years National Diploma in Financial Management or equivalent qualification (NQF level 6) Knowledge and certificates in PERSAL, COLTECH, PASTEL, SAGE, VIP is an added advantage 1-2 years' experience in the financial management environment Valid Driver's license Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of the Public Service financial legislations, procedures and

- Treasury Regulations (PFMA, GRAP, Financial Manual) Knowledge of financial operating systems (PERSAL, Coltech, Draftworx, Caseware etc.) Computer literacy (including Outlook, Excel, Word, Access and PowerPoint) Planning and organizing Good verbal and written communication Numeracy skills Aptitude for figures Ability to perform routine tasks Ability to operate office equipment Flexibility Interpersonal relations Accuracy.
- DUTIES** : Provide salary administration service Provide expenditure and general payments services Provide cash and revenue management services Provide asset liability and debt management services. Provide bookkeeping and financial accounting services Supervise human, physical and financial resources
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
: Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 17 March 2023
- POST 07/87** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: FIN 02/2023 (X1 POST)**  
Permanent
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Central Office (Durban: Asherville)  
: Matric certificate or equivalent Recognized three (3) years National Diploma in Accounting/Financial Management or equivalent qualification (NQF level 6) Knowledge and certificates in PERSAL, COLTECH, PASTEL, SAGE, VIP is an added advantage 1-2 years' experience in the financial management environment Valid Driver's license Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, Financial Manual) Knowledge of financial operating systems (PERSAL, COLTECH, SAGE, DRAFTWORX, CASEWARE, etc. Computer literacy (including Outlook, Excel, Word, Access and PowerPoint) Planning and organizing Good verbal and written communication Numeracy skills Aptitude for figures Ability to perform routine tasks Ability to operate office equipment Flexibility Interpersonal relations Accuracy.
- DUTIES** : Assist in the facilitation of the annual budgeting process Conduct monthly budgetary and expenditure analysis. Analyse and interpret monthly cash flow and adjusted cash flow Assist in the facilitation of budget adjustments process services. Analyse expenditure trends and reconciliation against budget and cash flow Projections Supervise human, physical and financial resources.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
: Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required

on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

- CLOSING DATE** : 17 March 2023
- POST 07/88** : **CAMPUS ADMINISTRATOR REF NO: CAMP 01/2023 (X3 POSTS)**  
Permanent
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Campuses: Asherville, Cato Manor & Umbilo  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification 1-2 years relevant experience in Administration environment Knowledge of office administration, Knowledge of Public Service legislations and policies Knowledge of PSET Knowledge and understanding of the TVET Administration Understanding of the Higher Education sector Understanding of corporate governance and any other related legislation Planning, organising, report writing and presentation skills Communication and interpersonal Computer literacy (including Outlook, Excel, Word, Access and PowerPoint) Valid drivers' license.
- DUTIES** : Provide administration support services to campus management and students Draw up a campus enrolment plan for both NCV and report 191 Administer student registration and examination process Administer student registration and examination process Assist in the registration of students Store student portfolios of evidence and student records Capture and reconcile information for students Ensure data exceptions and corrections Process the details of applications for programmes and credits Coordinate the student registration process Coordinate the examination process Prepare reports, presentations, and other correspondence Gather departmental information and compile a report for A-TEAM and Campus Management Arrange meetings, conferences, workshops and other gatherings as required Administer and coordinate human resource services Coordinate Leave forms and submit to central office Coordinate PMDS & IQMS documents and submit to central office Monitor the attendance register for staff Coordinate the compilation of duty registers and payment for part-time lectures Support the implementation college staff programme at campus level Provide procurement services Complete requisition form, receive goods and services Verify the correctness of goods and services supplied against the appropriate documentation Maintain a proper filing system Maintain files for all campus staff Filing of all relevant documentation according to QMS requirements and national archive Act.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 17 March 2023
- POST 07/89** : **PERSONAL ASSISTANT TO THE PRINCIPAL REF NO: GC2023/06**  
(Permanent)
- SALARY** : R269 214 per annum, (Level 07), plus benefits

<b><u>CENTRE REQUIREMENTS</u></b>	:	Goldfields TVET College
	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized Degree or National Diploma in secretarial or relevant qualification. Minimum of 3 years' experience in clerical/administrative environment. Experience in rendering a support service to senior management. Computer Literacy (MS Word, MS Power Point, MS Excel) Knowledge: Knowledge of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Skills: Good telephone etiquette. Sound organizational skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Planning and organizing. Maintain Confidentiality. Willingness to work extra hours when necessary.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Principal. Performs advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Compiles realistic schedules of appointments. Render administrative support services. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Principal. Handle the procurement of standard items like stationery, refreshments for the activities of the manager and unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Coordinate logistical arrangements for meetings when required. Provide support to Principal regarding meetings. Support the Principal with the administration of the Principal's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Principal.
<b><u>ENQUIRIES</u></b>	:	may be directed to Mr MP Pinkoane Deputy Director: Corporate Services at Tel No: (057) 910 6000 during office hours
<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiya: Manager; Acting Human Resource Management at (057) 910 6000 or relevant managers.
<b><u>NOTE</u></b>	:	Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. 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.
<b><u>CLOSING DATE</u></b>	:	10 March 2023
<b><u>POST 07/90</u></b>		<b><u>CHIEF ADMINISTRATION CLERK REF NO: GC2023/07</u></b> (Permanent)
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), plus benefits
<b><u>CENTRE</u></b>	:	Goldfields TVET College
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate/NCV Level 4. Recognized National Diploma in Human Resource Management / Development or equivalent qualification. 3-5

years' experience in Human Resource environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Understanding and utilisation of the PERSAL system. Understanding of legislative framework governing the Public Service. Store and retrieval procedures in terms of the working environment. Understanding of the work in registry. Relevant PERSAL certificate. Valid driver's license. Computer literary. Added Advantage: Experience in the Public Sector within Human Resource administration.

**DUTIES** : Identify vacant posts to be advertised and develop annual recruitment plan. Develop adverts and process advertisement of posts in line with the College and other relevant policies and Collective Agreements. Process applications and handle queries and responses. Sort, capture and screen CV's; prepare preliminary shortlists with responsible managers for submission to the shortlisting committee. Prepare for interviews. Coordinate the verification of all applicant's qualifications. Compile submission and reports for approval by Principal or delegated authority to appoint. Facilitate appointments and placements of suitable candidates. Develop and update recruitment database. Supervise staff. Ensure implementation of Performance Management and Development Systems. Ensure compliance with leave procedures and leave administration. Manage employee conditions of service. Perform delegated functions.

**ENQUIRIES** : may be directed to Mr MP Pinkoane Deputy Director: Corporate Services at Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiya: Manager; Acting Human Resource Management at (057) 910 6000 or relevant managers.

**NOTE** : 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** : 10 March 2023

**POST 07/91** : **TRANSPORT OFFICER REF NO: GC2023/08**  
(Permanent)

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Goldfields TVET College

**REQUIREMENTS** : 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).

**DUTIES** : 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.

**ENQUIRIES** : may be directed to Mr M Leteane: Assistant Director: Supply Chain Management at Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiyi: Manager; Acting Human Resource Management at Tel No: (057) 910 6000 or relevant managers.

**NOTE** : Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. 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** : 10 March 2023

**POST 07/92** : **SECRETARY REF NO: CAMP 02/2023 (X3 POSTS)**  
Permanent

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Campuses: Centec, Melbourne & Springfield  
**REQUIREMENTS** : Grade 12 with typing as a subject Recognised National Diploma in Office Management and Technology/ Management Assistant or equivalent qualification will be advantageous 1-2 years' experience in typing and Secretarial Basic knowledge of financial Management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette Computer literacy (including Outlook, Excel, Word, Access, and PowerPoint) Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

**DUTIES** : Provide a secretarial support service to the Campus Manager. Receives telephone calls, screen calls and refers the calls to the correct role players if not meant for the relevant manager. Record minutes of the meetings of the Campus Manager where required. Attends to filing of documents for the Campus Manager Receives, records, and distributes all incoming and outgoing documents. Collects all relevant documents to enable the Campus Manager to prepare for meetings. Arranges meetings and events for the Campus Manager Identifies venues, invites role players, organizes refreshments, and sets up schedules for meetings and events. Provide a clerical support service to the Campus Manager.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 17 March 2023

**POST 07/93** : **RECEPTIONIST REF NO: CAMP/CO 03/2023 (X5 POSTS)**  
Permanent

**SALARY** : R151 884 per annum  
**CENTRE** : Campuses: Asherville/Cato Manor/ Centec/ Springfield & Central Office  
**REQUIREMENTS** : Matric certificate or equivalent Recognised tertiary qualification in Public Relations/ Public Administration/ Public Management /Office Administration (REQV 13) recommended Three (3) years' front office experience recommended Ability to communicate in English and isiZulu is recommended Computer skills, specifically MS Word and MS Excel Telephone etiquette Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization Ability to build positive relationships with high level of interpersonal skills Excellent talent to interact with people in a positive and courteous manner Multi-tasking capability without compromising on quality Dependable and punctual.

**DUTIES** : Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit Direct visitors/guests (internal & external) to appropriate destination Monitor visitors' access Collect, sort, distribute correspondence, messages and courier deliveries Schedule appointments, maintaining and updating calendars Create memos, reports and other documents as and when requested Take and resolve complaints from clients Handling enquiries, dissemination of College information to callers and visitors.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 17 March 2023

**POST 07/94** : **DRIVER / MESSENGER REF NO: CORP 09/2023 (X2 POSTS)**  
Permanent

**SALARY** : R128 166 per annum  
**CENTRE** : Central Office (Durban: Asherville)  
**REQUIREMENTS** : Matric certificate or equivalent 7-12 months relevant experience. Valid Code 8 Driver's License. Be in possession of a valid Public Driving Permit. Knowledge of Durban and surrounding areas Fluency in both English and IsiZulu. Good



	:	Communication skills. Pleasant, Responsible, Trustworthy and Reliable. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Perform driving and messenger functions and routine office support functions. Attend to deliveries and pickups.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/95</u></b>	:	<b><u>PHOTOCOPIER OPERATOR REF NO: CORP 10/2023 (X1 POST)</u></b> Permanent
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum
	:	Central Office (Durban: Asherville)
	:	Grade 8/ Basic Education (Below standard 8) Ability to operate equipment Computer literacy Knowledge of repetitive tasks Knowledge of facilities policies Knowledge of relevant legislation, prescripts, policies, and procedures Knowledge of hygiene Storage requirement Reading skills Communication skills (verbal and written) Interpersonal skills Analytical thinking skills Problem-solving skills Planning and organizing skills.
<b><u>DUTIES</u></b>	:	Make photocopies for staff. Scanning of documents. Report any malfunctioning of photocopier machines. Keep records of photocopier machine activities. Binding and laminating of documents. Arrange for the servicing of and repair to the machines. Undertake the general maintenance and cleaning of the machines. Make requisition for photocopying material. Provide counter services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/96</u></b>	:	<b><u>GROUNDSMAN REF NO: KZNCETC/03/2021</u></b> (Re-Advertisement: people who previously applied are encouraged to re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	UsiZuzulu Community Learning Centre (Vryheid)
	:	A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate

- elementary machines and equipment. Willing to work extended hours, when necessary.
- DUTIES** : Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.
- ENQUIRIES** : Mr N Dlamini Tel No: (031) 350 4377 / 4367
- APPLICATIONS** : Applications to be sent via email to [info@KZN.CETC.edu.za](mailto:info@KZN.CETC.edu.za), quoting the reference number on the subject line.
- NOTE** : Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email address. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV only. Certified copies of Identity Document, Senior Certificate and the highest 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 as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. You are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- CLOSING DATE** : 10 March 2023 at 16:00
- POST 07/97** : **CLEANER REF NO: GC2023/09**  
(Permanent)
- SALARY** : R107 196 per annum, (Level 02), plus benefits
- CENTRE** : Goldfields TVET College
- REQUIREMENTS** : ABET/ Standard 8/Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks, knowledge of facilities policies, knowledge of relevant legislation, prescripts, policies and procedures and knowledge of hygiene.
- DUTIES** : Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and floors, collecting and removing of waste papers, freshen the office areas, clean the college kitchen and basins, wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area.
- ENQUIRES** : Enquiries about this post may be directed to Mr MP Pinkoane Deputy Director: Corporate Services at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiyi: Manager; Acting Human Resource Management at (057) 910 6000 or relevant managers.
- NOTE** : Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. 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**

:

10 March 2023

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 10 March 2023 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidates only. *SMS/ MMS posts:* Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process

## OTHER POSTS

- POST 07/98** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/10/2023**  
Branch: Office of the Minister
- SALARY** : R766 584 per annum (Level 11)  
**CENTRE** : Pretoria  
**REQUIREMENT** : Matric/ Grade 12, relevant undergraduate qualification (NQF level 7 as recognized by SAQA). 3 – 5 years' experience at management level and a knowledge of Ministry operations. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
- DUTIES** : The successful candidate will be responsible for: Managing the administrative and co-ordination activities within the office of the executive authority. Liaising with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Supervise employees.
- ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118  
**NOTE** : Female candidates and People with disabilities are encouraged to apply.
- POST 07/99** : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/11/2023**  
Branch: Office of the Minister
- SALARY** : R766 584 per annum (Level 11)  
**CENTRE** : Pretoria

**REQUIREMENTS**

: Matric/ Grade 12, relevant undergraduate qualification (NQF level 7 as recognized by SAQA). 3 – 5 years' experience at management level and working knowledge of Ministry operations. Computer Literacy as well as good communication skills (both written and verbal) is essential. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.

**DUTIES**

: The successful candidate will be responsible for: Monitoring events in the Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective Parliament service. Co-ordinate and control movements between the Pretoria and Cape Town Offices and Parliamentary sessions (where applicable). Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.

**ENQUIRIES**

: Mr L Manyama Tel No: (012) 444-9118

**NOTE**

: Female candidates and People with disabilities are encouraged to apply.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 13 March 2023

**NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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 only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 07/100** : **SENIOR FAMILY ADVOCATE – (LP9) REF NO: 23/VA01/NW**

**SALARY** : R1 027 698 – R1 606 404 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Office of the Family Advocate NW- Mahikeng  
: An LLB Degree or recognised 4 years legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence; Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment. Skills And Competencies: Good communication skills, both verbal and writing; Litigation technique (both High Court and Lower Court); Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity management; Dispute and conflict resolution skills; Operational management skills, Alternate Dispute Resolution skills; People management; Performance information monitoring and analysis; Financial management.

**DUTIES** : Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Monitor improvement in the organizational performance of the office and its satellite service point; Manage of performance information; Manage and ensure effective and efficient service delivery at the various points within the jurisdiction (Head of Office); Conduct complex enquiries; Provide effective people Management in the office; Implement risk management plan and ensure audit compliance.

**ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng.

- POST 07/101** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 05/23/LMP**
- SALARY** : R393 711 – R475 596 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management/ Supply Chain Management or equivalent at NQF level 7; A minimum of 3 years' experience in Supply Chain Management at a supervisory level. Knowledge and understanding of the Supply Chain Management framework and acquisition practices; National Treasury Regulations. Skills and Competencies: Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Monitoring, evaluation and report writing; Accuracy and attention to details; Project management skills; Communication (written and verbal) skills; Presentation and facilitation skills; Computer literacy.
- DUTIES** : Key Performance Areas: Manage demand of goods and services in the Province; Provide and monitor acquisition/procurement services in the Province; Manage logistics and disposal in the Province; Manage and monitor the assets in accordance with the relevant policy and procedure; Render and monitor contract administration support service and compliance; Render a risk and performance management service with regard to supply chain internally and externally; Provide effective people management.
- ENQUIRIES** : Ms Manyaja P.M Tel No: (015) 287 2147/ Ms Phalane M.R Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- POST 07/102** : **SENIOR TRAINING OFFICER REF NO: 07/23/LMP**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/Human Resource Development; A minimum of 3 years experience in human resource development work environment of which at least one year as supervisor/ team leader; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge of training and development methodologies and concepts; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Facilitation and presentation; Supervisory and leadership; Planning and organizational; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Conduct training needs assessment; Assess and reassess training development processes; Co-ordinate the induction and orientation programme; Administer and facilitate training programmes; Provide effective people management.
- ENQUIRIES** : Ms. Manyaja P.M Tel No: 015 287 2026/ Ms Phalane M.R Tel No: 015 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- NOTE** : Coloured, White, Indians and applicants with disabilities are encouraged to apply
- POST 07/103** : **ADMINISTRATIVE OFFICER (X3 POSTS)**
- SALARY** : R331 188 – R390 711 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Vereeniging Ref No: 2023/27/GP

		Magistrate Springs Ref No: 2023/29/GP Magistrate Nigel Ref No: 2023/30/GP
<b><u>REQUIREMENTS</u></b>	:	Three year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management, and Risk Management, Knowledge of Public Financial Management, Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions, BAS and Justice Yellow Pages; Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations. Good communication skills.
<b><u>DUTIES</u></b>	:	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 process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Raadt/ Ms T Maphoto Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7 <sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg.
<b><u>POST 07/104</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR REF NO: 09/23/LMP</u></b>
<b><u>SALARY</u></b>	:	R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate: Mahwelereng
	:	Grade 12 or equivalent qualification: Relevant administrative experience; Experience in Family Law Matters; Knowledge of the Maintenance Act; A valid driver's license. Skills and competencies: Computer literacy; Communication skills (Oral & Written); Motivating skills; Loyal, honest, ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to details.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Serve Maintenance Summons, Subpoenas, Warrants and Garnishee Orders; Locate whereabouts of persons; Give testimony in Court under Oath; Render administrative support to the Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Phalane M.R Tel No: 015 287 2036/ Ms Manyaja P.M Tel No: 015 287 2026
	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
<b><u>POST 07/105</u></b>	:	<b><u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 23/25/CFO</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An appropriate 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification NQF level 6; A minimum of 2 years relevant experience in Internal Control/ Financial Accounting/ Auditing / Supply Chain Management; Knowledge of Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (Ms Word, Excel, BAS, SCM and PERSAL Systems); Planning and organizing skills; Interpersonal relations; Communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Ability to analyse and solve problems; Report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assess and conduct determination of possible irregular, unauthorized, fruitless and wasteful expenditure; Facilitate the implementation of progressive disciplinary action on all irregular expenditure incurred; Keep statistics of work performed for reporting purposes; Detect and investigate internal control weaknesses, report findings and make recommendations in identified areas; Provide effective people management.



**ENQUIRIES**  
**APPLICATIONS**

- : 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.

**NOTE**

- : People with disabilities are encouraged to apply.

**NATIONAL PROSECUTING AUTHORITY**

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 13 March 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** The post of Administrative Clerk with Ref No: Recruit 2022/230 advertised in Public Service Vacancy Circular 20 of 03 June 2022 is hereby withdrawn.

**OTHER POSTS**

- POST 07/106** : **SENIOR STATE ADVOCATE**  
Legal Affairs Division
- SALARY** : R1 027 698 per annum (total cost package) - R1 606 404 per annum (total cost package) (LP-9)
- CENTRE** : Pretoria: Head Office Ref No: Recruit 2023/75  
Cape Town Ref No: Recruit 2023/76  
Polokwane Ref No: Recruit 2023/77  
Nelspruit Ref No: Recruit 2023/78  
Kimberley Ref No: Recruit 2023/79

Mmabatho Ref No: Recruit 2023/80  
 Mthatha Ref No: Recruit 2023/81 (X2 Posts)  
 Johannesburg Ref No: Recruit 2023/82  
 Bloemfontein Ref No: Recruit 2023/83  
 Bhisho Ref No: Recruit 2023/92

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices. Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.

**DUTIES** : Act as nodal point for the Legal Affairs Division. Manage the contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

**ENQUIRIES** : Mahlatse Radjadji Tel No: 012 845 7427  
**APPLICATIONS** : **Pretoria: Head Office** [Recruit202375@npa.gov.za](mailto:Recruit202375@npa.gov.za)  
**Cape Town** e mail [Recruit202376@npa.gov.za](mailto:Recruit202376@npa.gov.za)  
**Polokwane** e mail [Recruit202377@npa.gov.za](mailto:Recruit202377@npa.gov.za)  
**Nelspruit** e mail [Recruit202378@npa.gov.za](mailto:Recruit202378@npa.gov.za)  
**Kimberley** e mail [Recruit202379@npa.gov.za](mailto:Recruit202379@npa.gov.za)  
**Mmabatho** e mail [Recruit202380@npa.gov.za](mailto:Recruit202380@npa.gov.za)  
**Mthatha** e mail [Recruit202381@npa.gov.za](mailto:Recruit202381@npa.gov.za)  
**Johannesburg** e mail [Recruit202382@npa.gov.za](mailto:Recruit202382@npa.gov.za)  
**Bloemfontein** e mail [Recruit202383@npa.gov.za](mailto:Recruit202383@npa.gov.za)  
**Bhisho** e mail [Recruit202392@npa.gov.za](mailto:Recruit202392@npa.gov.za)

**POST 07/107** : **HEAD COURT CONTROL PROSECUTOR 3 REF NO: RECRUIT 2023/100**  
 National Prosecutions Service

**SALARY** : R885 546 per annum (total cost package) - R1 447 401 per annum (total cost package) (Level SU-3)

**CENTRE** : CPP: Odi (Rustenburg)  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train Prosecutors. Excellent administrative skills.

**DUTIES** : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquests of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist Prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES APPLICATIONS** : Flora Kalakgosi Tel No: 018 381 9041  
e mail [Recruit2023100@npa.gov.za](mailto:Recruit2023100@npa.gov.za)

**POST 07/108** : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/101**  
National Prosecutions Service

**SALARY** : R885 546 per annum (total cost package) - R1 447 401 per annum (total cost package) (Level SU-3)

**CENTRE REQUIREMENTS** : CPP: West Rand  
An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

**DUTIES** : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES APPLICATIONS** : Sydwell Nemahuchu Tel No: 011 220 4005  
e mail [Recruit2023101@npa.gov.za](mailto:Recruit2023101@npa.gov.za)

**POST 07/109** : **STATE ADVOCATE**  
Legal Affairs Division

**SALARY** : R797 901 per annum (total cost package) - R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : Bloemfontein Ref No: Recruit 2023/84  
Johannesburg Ref No: Recruit 2023/85  
Mmabatho Ref No: Recruit 2023/86  
Kimberley Ref No: Recruit 2023/87  
Mthatha Ref No: Recruit 2023/88 (X2 Posts)  
Polokwane Ref No: Recruit 2023/89  
Pietermaritzburg Ref No: Recruit 2023/90  
Nelspruit Ref No: Recruit 2023/91  
Bhisho Ref No: Recruit 2023/129

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least five (5) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The right to appear in any court as contemplated in the Legal Practice Act, Act 28/14 or as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Communications: Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Planning and execution: Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.

**DUTIES** : The successful candidate will act as nodal point for the Legal Affairs Division. Manage the contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide. State Attorneys and

relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

**ENQUIRIES** : Mahlatse Radjadjji Tel No: 012 845 7427  
**APPLICATIONS** : **Bloemfontein** e mail [Recruit202384@npa.gov.za](mailto:Recruit202384@npa.gov.za)  
**Johannesburg** e mail [Recruit202385@npa.gov.za](mailto:Recruit202385@npa.gov.za)  
**Mmabatho** e mail [Recruit202386@npa.gov.za](mailto:Recruit202386@npa.gov.za)  
**Kimberley** e mail [Recruit202387@npa.gov.za](mailto:Recruit202387@npa.gov.za)  
**Mthatha** e mail [Recruit202388@npa.gov.za](mailto:Recruit202388@npa.gov.za)  
**Polokwane** e mail [Recruit202389@npa.gov.za](mailto:Recruit202389@npa.gov.za)  
**Pietermaritzburg** e mail [Recruit202390@npa.gov.za](mailto:Recruit202390@npa.gov.za)  
**Nelspruit** e mail [Recruit202391@npa.gov.za](mailto:Recruit202391@npa.gov.za)  
**Bhisho** e mail [Recruit2023129@npa.gov.za](mailto:Recruit2023129@npa.gov.za)

**POST 07/110** : **STATE ADVOCATE REF NO: RECRUIT 2023/92**  
National Prosecutions Service

**SALARY** : R797 901 per annum (total cost package) - R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : DDPP: Bhisho  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

**DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Viola Alexander 040 608 6830  
**APPLICATIONS** : e mail [Recruit202392@npa.gov.za](mailto:Recruit202392@npa.gov.za)

**POST 07/111** : **STATE ADVOCATE (CASE MANAGER)**  
Sexual Offences and Community Affairs

**SALARY** : R797 901 per annum (total cost package) - R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : TCC: Potchefstroom Ref No: Recruit 2023/93  
TCC: Mafikeng Ref No: Recruit 2023/94  
TCC: Phoenix Ref No: Recruit 2023/95  
TCC: RK Khan Ref No: Recruit 2023/96 (Re-advert)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in prosecution in Criminal and/or civil litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance

		<p>matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage.</p>
<b><u>DUTIES</u></b>	:	<p>Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.</p>
<b><u>ENQUIRIES</u></b>	:	TCC Mafikeng and Potchefstroom Ilse Bezuidenhout Tel No: 018 381 9005/46
<b><u>APPLICATIONS</u></b>	:	TCC: Phoenix and TCC RK Khan Omashani Naidoo Tel No: 031 334 5192 <b>TCC: Potchefstroom</b> e-mail <a href="mailto:Recruit202393@npa.gov.za">Recruit202393@npa.gov.za</a> <b>TCC: Mafikeng</b> e mail <a href="mailto:Recruit202394@npa.gov.za">Recruit202394@npa.gov.za</a> <b>TCC: Phoenix</b> email <a href="mailto:Recruit202395@npa.gov.za">Recruit202395@npa.gov.za</a> : <b>TCC: RK Khan</b> email <a href="mailto:Recruit202396@npa.gov.za">Recruit202396@npa.gov.za</a>
<b><u>POST 07/112</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2023/97 (X4 POSTS)</u></b> National Prosecuting Services
<b><u>SALARY</u></b>	:	R797 901 per annum (total cost package) - R1 323 702.per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	DPP: South Gauteng
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Strong interpersonal and communication skills. Decision making skills. Must be able to work independently. Must have good administrative skills.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.
<b><u>ENQUIRIES</u></b>	:	Khensane Manganye Tel No: 011 220 4266
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202397@npa.gov.za">Recruit202397@npa.gov.za</a>

**POST 07/113** : **STATE ADVOCATE REF NO: RECRUIT 2023/98**  
National Prosecutions Service

**SALARY** : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : DPP: South Gauteng (STU)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion or avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Decision making skills. Must be able to work independently. Must have good administrative skills.

**DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal prosecutions and supply them with accurate statistics.

**ENQUIRIES** : Reuben Palai Tel No: 011 220 4124

**APPLICATIONS** : e mail [Recruit202398@npa.gov.za](mailto:Recruit202398@npa.gov.za)

**POST 07/114** : **STATE ADVOCATE REF NO: RECRUIT 2023/99 (X4 POSTS)**  
Investigating Directorate  
(Re-advert)

**SALARY** : R797 901 per annum (total cost package) - R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : Pretoria: Head Office

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. Extensive criminal law experience in court. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently. Excellent administrative skills.

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

**ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727

**APPLICATIONS** : e mail [Recruit202399@npa.gov.za](mailto:Recruit202399@npa.gov.za)

**POST 07/115** : **HEAD CONTROL PROSECUTOR 2 EF NO: RECRUIT 2023/128**  
National Prosecutions Service

**SALARY** : R533 631 per annum (excluding benefits) - R1 247 166 per annum (total cost package) (Level SU 1 to SU-2)

**CENTRE** : CPP: Thohoyandou (Tiyani)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.

**DUTIES** : Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

**ENQUIRIES** : Thuba Thubakgale Tel No: 015 045 0285

**APPLICATIONS** : e mail Recruit2023128@npa.gov.za

**POST 07/116** : **DISTRICT COURT CONTROL PROSECUTOR**  
National Prosecutions Service

**SALARY** : R533 631 per annum (excluding benefits) - R1 247 166.per annum (total cost package) (Level SU-1 to SU-2)

**CENTRE** : CPP: Kimberley (Hartswater) Ref No: Recruit 2023/102  
CPP: East Rand Ref No: Recruit 2023/103 (Re- advert)  
CPP: Mmabatho (Molopo) Ref No: Recruit 2023/130

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Decision making skills. Ability to work independently.

**DUTIES** : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES** : CPP: Kimberley Nicholas Mogongwa 053 807 4539  
CPP: East Rand Yasmee Mbawana 011 220 4083  
CPP: Mmabatho Flora Kalakgosi 018 381 9041

**APPLICATIONS** : **CPP: Kimberley (Hartswater)** e mail Recruit2023102@npa.gov.za  
**CPP: East Rand** email Recruit2023103@npa.gov.za  
**CPP: Mmabatho (Molopo)** e mail Recruit2023130@npa.gov.za



<b><u>POST 07/117</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/104</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R533 631 per annum (excluding benefits) - R1 247 166 per annum (total cost package) (LP 5 – LP 6)
<b><u>CENTRE</u></b>	:	CPP: Ntuzuma
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES</u></b>	:	Mzimkulu Mabandla Tel No: 031 334 5034
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2023104@npa.gov.za
<b><u>POST 07/118</u></b>	:	<b><u>SENIOR HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2023/105 (X4 POSTS)</u></b> Human Resources Management
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years relevant experience in Human Resource Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination and administrative skills.
<b><u>DUTIES</u></b>	:	Administer recruitment and selection. Preside as an HR representative for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Emmy Tsienyane Tel No: 012 845 6208
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2023105@npa.gov.za
<b><u>POST 07/119</u></b>	:	<b><u>HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2023/106 (X5 POSTS)</u></b> Human Resources Management
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years relevant experience in Human Resource Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of

PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination and administrative skills.

**DUTIES** : Implement and ensure compliance with policies and procedures. Administer recruitment, selection and appointment. Administer probation administration. Liaise with customers/stakeholders. Provide HR administration services. Compile and submit monthly HR statistics. Accommodation and travel claims. Prepare memorandums for remuneration and service benefits. Processing of state guarantees. Processing of housing allowances. Processing of long service recognition. Processing of leave, service bonus, performance rewards, pay progression, general salary adjustments, acting allowance, resettlement and overtime. Process retirement, resignation, dismissal & death. Process staff movement.

**ENQUIRIES APPLICATIONS** : George Khosa Tel No: 012 845 6666  
e mail Recruit2023106@npa.gov.za

**POST 07/120** : **COMMUNICATIONS OFFICER**  
Communications Unit

**SALARY CENTRE** : R269 214 per annum (Level 07), (excluding benefits)  
: Head Office: Pretoria Ref No: Recruit 2023/107  
Port Elizabeth Ref No: Recruit 2023/108  
Cape Town Ref No: Recruit 2023/109  
Bloemfontein Ref No: Recruit 2023/110  
Polokwane Ref No: Recruit 2023/111  
Durban Ref No: Recruit 2023/112  
Nelspruit Ref No: Recruit 2023/113  
Mmabatho Ref No: Recruit 2023/114  
Kimberley Ref No: Recruit 2023/115  
DPP: North Gauteng Ref No: Recruit 2023/116  
DPP: South Gauteng Ref No: Recruit 2023/117

**REQUIREMENTS** : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in the field of Communications/Public Relations/ Journalism/ Media Studies or equivalent. Minimum one (1) years' experience in communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, NPA Act, Access to information Act, DPSA directives. Knowledge of public service, knowledge management, internal and external liaison, publications, advertising and branding, newswriting, reviewing and proofreading. Knowledge of NPA policies and procedures. Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem solving skills, interpersonal relations, communication (oral and written) skills Excellent report writing skills. Task or time management skills. Conflict management, planning, research, presentation and facilitation.

**DUTIES** : Provide medial liaison and public relations services in the Chief Directorate and Regions. Render internal communications and events management services. Formulate announcements and send out Exco resolutions to the employees after they have been cleared by the Supervisor. Perform activities pertaining to digital platforms and render electronic publications.

**ENQUIRIES APPLICATIONS** : Isaac Dhludhlu Tel No: 012 845 6711  
: **Head Office: Pretoria** email Recruit [2023107@npa.gov.za](mailto:2023107@npa.gov.za)  
**Port Elizabeth:** e mail Recruit [2023108@npa.gov.za](mailto:2023108@npa.gov.za)  
**Cape Town** e mail Recruit [2023109@npa.gov.za](mailto:2023109@npa.gov.za)  
**Bloemfontein** e mail Recruit [2023110@npa.gov.za](mailto:2023110@npa.gov.za)  
**Polokwane** e mail Recruit [2023111@npa.gov.za](mailto:2023111@npa.gov.za)  
**Durban** e mail Recruit [2023112@npa.gov.za](mailto:2023112@npa.gov.za)  
**Nelspruit** e mail Recruit [2023113@npa.gov.za](mailto:2023113@npa.gov.za)  
**Mmabatho** e mail Recruit [2023114@npa.gov.za](mailto:2023114@npa.gov.za)

**Kimberley** e mail Recruit [2023115@npa.gov.za](mailto:2023115@npa.gov.za)  
**DPP: North Gauteng** e mail Recruit [2023116@npa.gov.za](mailto:2023116@npa.gov.za)  
**DPP: South Gauteng** e mail Recruit [2023117@npa.gov.za](mailto:2023117@npa.gov.za)

- POST 07/121** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/118**  
Investigating Directorate
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), (excluding benefits)  
Pretoria: Head Office
- REQUIREMENTS** : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years' relevant experience in Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organizing skills, written and verbal communication skills. Proven Supervisory experience. Problem solving skills, knowledge and skill of administrative and secretarial services. General computer literacy skills in MS Word, Excel, PowerPoint, SharePoint and Outlook. Strong interpersonal and communication skills.
- DUTIES** : Supervise and render clerical support services. Supervise and provide supply chain management services within the component. Supervise and provide personnel administration services within the component. Supervise and provide financial administration support services in the component. Supervise human resources.
- ENQUIRIES APPLICATIONS** : Maureen Dibette Tel No: 012 845 7727  
e mail Recruit2023118@npa.gov.za
- POST: 07/122** : **VICTIM ASSISTANT OFFICER**  
Sexual Offences and Community Affairs
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), (excluding benefits)  
TCC Mafikeng Ref No: Recruit 2023/119  
TCC: Khayelitsha Ref No: Recruit 2023/120 (Re-advert)
- REQUIREMENTS** : An appropriate B degree (NQF Level 7) or Three (3) year Diploma (NQF Level 6) in Social Sciences/ Behavioural Studies or equivalent. Minimum one year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office: Word, Excel, Outlook and PowerPoint. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.
- ENQUIRIES APPLICATIONS** : TCC: Mafikeng - Ilse Bezuidenhout Tel No: 018 381 9005/46  
TCC: Khayelitsha - Garry Titus Tel No: 021 487 7287  
TCC: **Mafikeng** e mail Recruit2023119@npa.gov.za  
TCC: **Khayelitsha** e mail Recruit2023120@npa.gov.za
- POST 07/123** : **PERSONAL ASSISTANT REF NO: RECRUIT 2023/121**  
Office of the National Director of Public Prosecutions (ONDPP)
- SALARY CENTRE** : R269 214 per annum (Level 07), (excluding benefits)  
Head Office: Pretoria

- REQUIREMENTS** : Grade 12 or equivalent qualification. Diploma (NQF level 6) in administration. Previous secretarial experience, excellent typing skills, project management and related courses will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Analytical thinking. Good verbal and written communication skills. Good interpersonal relations. Good administration skills. Planning and organising. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Able to work under pressure and pay attention to detail. Able to work extensive hours. Managing travel request for the Special Advisor. Daily interaction with the Executive Personal Assistant of the NDPP. Submit claims/documents and interact with the Director Administration: NDPP. A valid driver's license.
- DUTIES** : Establish and maintain an effective diary for the Special Advisor within the Office of the NDPP. Manage and coordinate the diary and appointments with the ONDPP. Act as receptionist for the Special Advisor's Office. Manage incoming and outgoing calls and maintain the telephone register. Provide hospitality services to all guests visiting. Render an office support and administration function, filing system and pending system with task list. Perform a variety of miscellaneous tasks for the Special Advisor. Keep records of all incoming and outgoing correspondence including files. Ensure the office security is maintained with regards to access to the office of the Special Advisor. Ensure that correct security processes are followed with regards to incoming and outgoing documentation on a daily basis according to MISS requirements. Draft letters, memoranda as requested by the Special Advisor. Assist with maintaining a task list for the ONDPP and quality control of documentation submitted.
- ENQUIRIES APPLICATIONS** : Liezel Potgieter Tel No: 012 845 6198  
: e mail Recruit2023121@npa.gov.za
- POST 07/124** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/122**  
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), (excluding benefits)  
: CPP: Johannesburg  
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills, computer skills such as MS word, Excel, Ms Office suite and Outlook. Documentation administration, writing skills and task time management skills. Knowledge and understanding of the legislative framework governing the Public Service. Planning and organization.
- DUTIES** : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.
- ENQUIRIES APPLICATIONS** : Veronica Nonyane Tel No: 011 220 4020  
: e mail Recruit2023122@npa.gov.za
- POST 07/125** : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2023/123**  
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), (excluding benefits)  
: DDPP: Bhisho  
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and

		communication skills. Ability to work independently and as part of a team. Must have PERSAL introduction certificate or other PERSAL certificates.
<b><u>DUTIES</u></b>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Chwayita Zwelibanzi Tel No: 040 608 6809
	:	e mail: Recruit2023123@npa.gov.za
<b><u>POST 07/126</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/124</u></b> Specialised Commercial Crime Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum (Level 05), (excluding benefits)
	:	Johannesburg
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills, report writing, good verbal and written communication skills. Customer focus and responsiveness. Problem solving skills. Good analytical skills, computer skills such as MS Word; Excel; Ms Office suite and Outlook. Documentation administration, writing skills and task time management skills. Knowledge and understanding of the legislative framework governing the Public Service. Planning and organization.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support to the office. Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating information from court. Provide dockets electronically to defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Generate reports from ECR for statistics purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administrative and document management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Takalani Mfuni Tel No: 011 224 4827
	:	e mail Recruit2023124@npa.gov.za
<b><u>POST 07/127</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/125</u></b> National Prosecutions Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum ((Level 05), (excluding benefits)
	:	DPP: Limpopo - (Polokwane)
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills, report writing, good verbal and written communication skills. Customer focus and responsiveness. Problem solving skills. Good analytical skills, computer skills such as MS Word; Excel; Ms Office suite and Outlook. Documentation administration, writing skills and task time management skills. Knowledge and understanding of the legislative framework governing the Public Service. Planning and organization.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support within the legal administration. Compile and submit court statistics. Maintain Electronic and manual registers. Liaise with customers and stakeholders. Provide reception and desk duties, receive calls and direct customers. Render administrative support services. Ensure safekeeping of all documentation produced in the office of the manager in line with legislation and policies. Draft documents as required. Operate office equipment like fax machine and photo copier. Collect all relevant documents to enable the manager to perform their duties. Ensure an effective flow of information and documents to and from the office of the manager. Attend to subsistence and travel claims. Provide support to the manager regarding meetings. Coordinate logistical arrangements for meetings when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail Recruit2023125@npa.gov.za
<b><u>POST 07/128</u></b>	:	<b><u>ADMINISTRATIVE CLERK: DIGITIZATION REF NO: RECRUIT 2023/126</u></b> Investigating Directorate
<b><u>SALARY CENTRE</u></b>	:	R181 599 per annum (Level 05), (excluding benefits)
	:	Head Office- Pretoria

- REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Document or docket management skills. Knowledge of the SA Archives Act, NPA Act and Access to information Act. Telephone etiquette, task or time management skills. Good planning, organising, written and verbal communication skills. General computer literacy skills and MS Office suite specifically: MS Word, Excel and Outlook.
- DUTIES** : Document management. Refine, update and maintain digitisation guidelines, processes, procedures, roles and responsibilities. Indexing and compiling case files. Service delivery and training. Office management.
- ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727  
**APPLICATIONS** : e mail [Recruit2023126@npa.gov.za](mailto:Recruit2023126@npa.gov.za)
- POST 07/129** : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2023/127**  
National Prosecutions Service
- SALARY** : R151 884 per annum (Level 04), (excluding benefits)  
**CENTRE** : DPP: Limpopo (Polokwane)-  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.
- DUTIES** : Answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.
- ENQUIRIES** : Thuba Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : e mail [Recruit2023127@npa.gov.za](mailto:Recruit2023127@npa.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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Free State Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Eastern Cape division of the High Court Makhanda/ Mthatha:** 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 Division of the High Court Middleburg/Mbombela:** 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.
- Gauteng Division of High Court: Johannesburg:** 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 10 March 2023
- CLOSING DATE** :
- NOTE** :
- The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth .All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The

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

**ERRATUM:** Kindly note that the post of Customer Service Officer (X6 Posts) advertised in Public Service Vacancy Circular 05 dated 10 February 2023 with a closing date of 24 February 2023 has been amended as follows: Gauteng Division of the High Court: Johannesburg is X4 posts and Gauteng Division of the High Court: Pretoria is X2 posts. Closing date has been extended to 10 March 2023. Apologies for any inconvenience caused.

#### OTHER POSTS

<b><u>POST 07/130</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2023/125 /OCJ</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric Certificate and a 3 year National Diploma / Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. 3 years' experience in Supply Chain Management preferably in a demand management and acquisition management environment. 2 years' experience on supervisory level. A valid driver's license and willingness to travel. Skills and competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts Computer Literacy: Excel, MS Word, Outlook, PowerPoint.
<b><u>DUTIES</u></b>	:	Coordinate, review, research, analyse and plan the procurement needs of the department; Ensure that all procurement requests are aligned to the Department's strategic plan, annual performance plan and operational plan and the budget, Research the relevant identified procurement requests of the Department, Analyse requirements, undertake research, determine and develop proposals for implementation, Asses the results of the research on the market, interprets and develops proposals for procurement methodology, Ensure that a thorough market analysis is conducted to be responsive to the procurement requirements of the Department, Identify sourcing strategies for the procurement of goods and services, Collect information from the relevant role players according to the prescribed template, Verify and analyse the information, confirm budget availability, and check alignment against strategic



and other objectives, Administer the development of Demand Management plan, Coordinate review, collect and collate information for the annual procurement plan; Facilitate and coordinate Bid Specification meetings, and compile specifications for goods and services, Render advice and provide support at specification and attendance of briefing sessions, Provide supply chain advisory and support services to the organization, Ensure compliance with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework act, Attend to Supply Chain Management audit queries, Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

**ENQUIRIES** : Technical Related Enquiries: Ms N Ntimane Tel No: 010 493 2601  
HR Related Enquiries: Mr. A Khadambi Tel No: 010 493 2500

**POST 07/131** : **ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: 2023/126/OCJ**

**SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein  
Matric Certificate and a 3 year National Diploma/ Degree in Library and Information Science or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. 3-5 years' relevant experience of which 2 years must be at a supervisory level within the environment/similar environment. Experience in a Law Library will be an added advantage. Skills and competencies: Knowledge of supply chain management processes pertaining to procurement to library resources. Experience in the use of IT to deliver informational sound knowledge of MS Office (MS Word, Excel & PowerPoint). Hands on experience with Library OPAC systems, Sabinet Legal Products, Lexis Nexis, Electronic Products as well as Jutastats. Good Classification Cataloguing and Indexing skills. Must be able to work confidently under pressure. Must be able to work in a team. Ability to interact with users. Must have initiative with the ability to prioritise. Must have a sense of responsibility.

**DUTIES** : Professional, management and control of human and physical resources of the component. Maintenance and development of legal information resources. Undertake research queries to internal and external users. Cataloguing, classification and indexing using a Library system. Training of staff and users in the use of information resources. Maintenance and management of serial and loose-leaf subscriptions. Acquisition of books and other materials to support the programme of the Court management of information resources – electronic print. Create and organize electronic and other systems for retrieval of information. Provide a Current Awareness Service to primary users to inform them of new legislation, articles and cases. Effectively and efficiently, correspond with various stakeholders. Ensure a proper archival and library service within the Court.

**ENQUIRIES** : Technical Related Enquiries: Ms C.A Martin Tel No: 051 412 7400  
HR Related Enquiries: Ms M.A Luthuli Tel No: 051 492 4523

**POST 07/132** : **ASSISTANT DIRECTOR: STATISTICAL REPORTING AND ANALYSIS REF NO: 2023/127/OCJ**

**SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Eastern Cape Division Of The High Court: Makhanda  
Matric Certificate and a 3 year National Diploma / Degree or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' statistics/data collection experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driving license. Skills and Competencies: Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organizing, problem solving, numerical skills. Attention to detail. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.

**DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise

with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.

- ENQUIRIES** : Technical Related Enquiries: Ms L Marshall-Reen Tel No: 046 6035000  
HR Related Enquiries: Mr. S Mponzo Tel No: 043 726 5217
- POST 07/133** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/128/OCJ**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division Of The High Court: Mthatha
- REQUIREMENTS** : Matric certificate and a 3 year National Diploma in Legal Interpreting or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of five (5) years' experience as a Court Interpreter of which a minimum of three (3) years should be at supervisory level. Proficiency in English and two- or more indigenous languages (mainly IsiXhosa), Isi-Zulu and Southern Sotho will be an added advantage on languages A valid driver's license. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Render Interpreting services in complex and high profile cases, special cases, pre-trial conference, disciplinary hearings and consultations, Translate legal documents and exhibits, Develop terminology, Procure Foreign Language Interpreters and Casual Interpreters in line with PFMA, Control, supervise and attend to personnel administrative aspects of Interpreters, To render supervisory services in the legal Interpreting and language environment, Provide mentoring and coaching to Junior and Senior Court Interpreters, Manage Performance of Court Interpreters, Leave Management for language services at the High Court and develop related language glossary.
- ENQUIRIES** : Technical Related Enquiries Mr. M Mhlontlo Tel No: 047 504 5500  
HR Related Enquiries Mr. Mponzo Tel No: 047 726 5217
- POST 07/134** : **JUDGE'S SECRETARY REF NO: 2023/130/OCJ (X2 POSTS)**  
(3-Year Contract)
- SALARY** : R269 214 – R317 127 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Matric certificate. Minimum of one-year experience as a secretary or as an office assistant in a legal environment. A LLB degree or a minimum of 20 modules completed towards a LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. 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 Office) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda, decisions, directions, opinions, orders or judgments written or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case file with the 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 cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs.

		Manage the judge's library and the updating of documentation and publications. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines. Manage the assets allocated to the Judge. Record and submit Statistics on a weekly basis. Will be required to work with other Judges in the division if and when required.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms S Letlaka Tel No: 010 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: 010 494 8515
<b><u>POST 07/135</u></b>	:	<b><u>REGISTRAR (MR3 –MR5) REF NO: 2023/129/OCJ</u></b>
<b><u>SALARY</u></b>	:	R268 755 - R 525 747 per annum, (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape Division of the High Court: Makhanda Matric certificate and an LLB Degree or a four (4) year Legal qualification or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' legal experience obtained after qualification. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes and the Court Proceedings until finalization. Co-ordinate court operations including interpreting services. Co-ordinate civil and criminal appeals and reviews. Process opposed and unopposed applications including divorces. Facilitation of Pre-Trial conferences. Quality checks on Civil and Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Knowledge of and adherence to policies. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Support to the legal fraternity and public. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Perform Quasi-Judicial functions and record-keeping thereof.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms L Marshall-Reen Tel No: (047 504 5500 Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>POST 07/136</u></b>	:	<b><u>ADMIN CLERK: DEMAND AND TENDER MANAGEMENT REF NO: 2023/131/OCJ</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric certificate. The following will serve as an added advantage: a 3 year National diploma/Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of a one (1) year working experience in Supply Chain Management and valid driver's license. Skills and Competencies: Knowledge and understanding of the legislative framework, prescripts and regulations governing the public service. Computer Literacy: Excel, MS Word.
<b><u>DUTIES</u></b>	:	Render demand management support, Provide administration on functional planning and operation for demand management, Assist in compilation of demand plan and procurement plan, Assist in consolidation of Demand Management Plans, Publishing of bids, Assist in conducting briefing sessions and closing of bids, Provide administration support on Terms of Reference (ToRs) and specification within the demand management, Provide secretariat support for Bid Specification Committee and Bid Evaluation Committee, Assist with compiling of bid documents, Collect and registering of bid documents, monitor bid register, Maintain a filing system for awarded bids, Update and monitor the administration of validity of bids, Assist with Preparation of documents to the relevant Committees.

- ENQUIRIES** : Technical Related Enquiries: Ms N Ntimane Tel No: 010 493 2601  
HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2500
- POST 07/137** : **ADMINISTRATION CLERK (CRT) REF NO: 2023/132/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Middelburg  
: Matric certificate. A minimum of (1) year relevant experience will an added advantage. A valid driver's license. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
- DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrants of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and/or supervisor.
- ENQUIRIES** : Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000  
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000
- POST 07/138** : **HUMAN RESOURCE OFFICER REF NO: 2023/133/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Mbombela  
: Matric certificate and a 3 year National Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of (1) year functional experience I Human Resource management. Knowledge of the prescripts regulating Human Resources. Skills and competencies: Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.
- DUTIES** : Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.
- ENQUIRIES** : Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000  
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000
- POST 07/139** : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2023/134/OCJ**
- SALARY** : R181 599 – R213 912,per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Mbombela  
: Matric certificate. Relevant experience in Supply Chain Management will be an added advantage, Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts, knowledge of Public Sector Procurement process, rules and regulations, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's licence. Skills and Competencies: Accuracy and attention to detail, good communication skills (written and verbal), Good administration and organisation skills, Ability to work under pressure independently, self-motivated and meet deadlines, computer literacy, (MS Word, Power Point, Excel and Outlook.
- DUTIES** : Demand and acquisition of goods/services, Ensure compliance with SCM policies. Request, receive and assess quotations, capture requisition on the system, receive procured item and capture invoices on JYP, Assist end users with a compilation of clear specifications, provide administrative procurement support to all stakeholders, ensure proper filling and safe guard of procurement documents.

- ENQUIRIES** : Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000  
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000
- POST 07/140** : **REGISTRY CLERK REF NO: 2023/135/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Middleburg  
Matric certificate. A minimum of 1 year in the records / registry environment  
Customer service will be an added advantage.
- DUTIES** : Provide an efficient registry and postal service, Secure handling of incoming and outgoing post, Render an effective filing and records management service, Efficient management and administration of resources.
- ENQUIRIES** : Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000  
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000
- POST 07/141** : **LIBRARY ASSISTANT REF NO: 2023/136/OCJ**
- SALARY** : R151 884 – R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Middleburg  
Matric Certificate. Skills and Competencies: Good written and oral communication skills. Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft Office). Creative and Analytical thinking. Problem Solving. Good Interpersonal relations. Customer Oriented. Decision making skills. Ability to work under pressure.
- DUTIES** : Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Responsible for the sub-libraries outside the court. Assist with running and maintenance of the library including the physical structure. Arrange for the binding of loose-leaf publications. Processing of standing orders. Carry boxes on delivery of books to Judges Chambers. Assist with compiling of reports on library matters.
- ENQUIRIES** : Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000  
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000
- POST 07/142** : **TYPIST REF NO: 2023/137/OCJ**
- SALARY** : R151 884 - R178 917 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Mbombela  
Matric certificate or an equivalent qualification with a typing as a passed subject. Minimum typing speed of 20wpm.Shortlisted candidates will be required to pass a typing test.
- DUTIES** : Typing of judgments, court order and any other documents as required by supervisors or judges. Relief administrative personnel where necessary, Filing, opening files and making appointments, Dealing with public queries and other administration duties, assisting quasi-judicial section with drawing of files, attending to telephone calls regarding quasi-judicial matters, assist in general office when need arises.
- ENQUIRIES** : Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000  
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000
- POST 07/143** : **MESSENGER (X2 POSTS)**
- SALARY** : R128 166 - R150 975 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Mbombela Ref No: 2023/138/OCJ  
Mpumalanga Division of the High Court: Middleburg Ref No: 2023/139/OCJ  
Grade 10 or Abet. A valid driver's license. Skills and Competencies: Excellent verbal and written communication skills. Basic understanding of customer service. Ability to maintain accurate records. Ability to understand and follow directions. Ability to maintain the safety and security of packages, documents, messages, and other items received or being delivered. Thorough understanding of maps and directions, and traffic rules. Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time

**DUTIES**

management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.

: Collection and distribution of post/parcels, files and other documents and photocopying of official documents. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist at administration section or general office when required.

**ENQUIRIES**

: Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000  
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted.
- CLOSING DATE** : 10 March 2023 at 16:30
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za).

## OTHER POSTS

- POST 07/144** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: 06/2023**  
Sub-Directorate: Executive Coordination and Governance Support
- SALARY** : R766 584 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or related field with at least 6 years appropriate experience of which 3 years must be in Executive Support and 3 years at ASD level. An NQF 7 tertiary qualification will serve as an added advantage. Specialised training in the areas of Administration or Secretarial for a minimum of 6 months will also be an added advantage. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills and high level of computer literacy and sound knowledge of the Microsoft Office suite, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.
- DUTIES** : The successful candidate will be responsible for providing executive support and coordination services to the department. This entails coordinating of Management Meeting: Well-recorded Minutes/documents of all Management Meetings, adequate and timeous follow-up on all decisions/actions and effective Executive and coordinated services rendered. Maintaining of terms of reference of EXCO and all departmental structures: Technical and administrative support services provided in an effective and efficient manner; and constant follow-up on outstanding matters. The managing of filing of all minutes and meeting documents: Minutes/decisions/actions constantly followed-up and correctly and properly indexed and filed. Managing and maintenance of Policy Registers: Updated and well-maintained registers and follow-up on all Parliamentary questions and correspondence. Management of Finance and Human Resources in the Unit(s): Recommend/Monitor the Unit's budget; allocating and checking of work; authorising of work (quality control and sign off); give functional/technical advice and guidance; formal disciplinary authority and Performance Management and Development.
- ENQUIRIES** : Ms M Masilela Tel No: 012 312- 0471 or Email: Mary@dpme.gov.za
- POST 07/145** : **ASSISTANT DIRECTOR: EXECUTIVE MONITORING REF NO: 07/2023**  
Directorate: Executive Monitoring
- SALARY** : R491 403 per annum (Level 10), plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 6) in the faculties of Humanities or Management Sciences with at least 5 years' appropriate experience of which 3 years must be in Monitoring & Evaluation and Development Planning and at supervisory level. Should possess high level skills in: report writing, project management, research; community and development planning, stakeholder engagement and management; sound knowledge of the Microsoft Office suite (including excel and power point). Attributes required include good problem-solving skills, attention to detail, excellent verbal and written communication skills, excellent analytical skills and strong customer service and interpersonal skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies. Driver's license is a requirement. Must be willing to travel.
- DUTIES** : The successful candidate will be responsible providing support in the planning, coordination and reporting of activities implemented in the Directorate and for overseeing administrative and logistical services. This entails ensuring effective rendering of general logistical and programme / project management related support to the Directorate; Conducting research to assist planning processes / relating to special projects; Assisting in stakeholder engagements on priority projects and ensuring that appropriate requisite and functional systems are in place for the monitoring of projects; Providing administrative support to the Director; Assist with the updating and maintaining of relevant



templates / / guidelines for implementation of projects; and assist with the development, communication and distribution of Special Projects knowledge products.

**ENQUIRIES**

: Mr M Lehong Tel No: (012) 312-0540 or Email: [Makhanane@dpme.gov.za](mailto:Makhanane@dpme.gov.za)

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE**  
**NOTE**

- : 10 March 2023 at 16H00
- : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only signed page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding 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 06 dated 17 February 2023. (1) Assistant Director: EPWP Training Coordinator Ref No: 2023/63, Centre: Head Office (Pretoria) please note that the position is withdrawn.

## OTHER POSTS

**POST 07/146** : **PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A REF NO: 2023/68**

**SALARY** : R646 845 per annum, (OSD salary package)  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : B degree in Urban/Town and Regional Planning or relevant qualification and Three years post qualification Town and Regional Planning experience required. Extensive relevant working experience in various facets of town & regional planning and related built environment legislations / policies. Valid driver's license, -Willing to travel extensively. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Knowledge and Skills: -Conversant with Built Environment related legislations / policies. -In-depth understanding of all town and regional planning processes. -Well-developed Project Management. -Knowledge of PFMA, -Treasury regulations and other related government prescripts. -Understanding of property development. -Stakeholder management skills. -Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation Computer literacy; and Negotiation skills. Personal Attributes: Ability to work under pressure; Ability to communicate at all levels; People orientated; Innovative; Flexibility and ability to adapt to change; Analytical thinking; Hardworking and highly motivated.

**DUTIES** : Leading a team of professionals from different fields and technical staff from Dept. of Public Works and private company to marshal and implement property development; Provide professional town and regional planning advice and services in terms of professional qualifications and experience; rapid and punctual delivery of land for the construction of new accommodation for national departments in line with Site Delivery Programme linked to land acquisition and disposal; conduct research with regards to international best practice; process and guideline development; verify and interpret client department needs, preferences and space norms, community involvement and stakeholder support; Project manage the location, audit/analysis, approval and preparation and clearance of sites for development; applying quality control, verifying timely site delivery and proactively remove constraints that restrain site clearance progress; reviewing and formulating SLAs and MoUs with other state organs/parastatals and other SOSs; providing professional and technical support to implementation teams at head office or regional level; provide general and financial management, allocation of budget, payment of consultants, expenditure and human resources; facilitating and co-ordinating projects for site delivery best practice, coaching and managing private consultants, officials regarding governmental, and SOSs/NGOs ; Developing, implementing and maintaining the Strategic development plans ; Implementation of relevant government policies, legislations, Acts and Regulatory Laws in property development; retrospectively evaluate projects and verify compliance with legal and development conditions; timely progress reporting and effective briefing of client; understanding the needs of the clients; prepare terms of reference, brief consultants, scrutinise development conditioned; executing land availability negotiations and entering into service-level agreements with service providers; namely, Ingonyama Trust Board, Communal and Traditional land owners, parastatal and etc. Resolve environmental impact, traffic engineering, heritage impact, land use, site demarcation and site development plan issues; Resolve economic development and planning -related matters that affect the South African Provinces; provide comprehensive reports and conduct public participation processes with all the stakeholders.

**ENQUIRIES** : Mr M Ganiso Tel No: (012) 406 1035  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 07/147** : **DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT REF NO: 2023/69**

**SALARY** : R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Service)  
**CENTRE** : Polokwane Regional Office

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Civil Engineering. The candidate must have Knowledge of construction Industry and project management, Appropriate experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government; Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently and Valid driver's license. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Provision of technical support to municipalities in the Limpopo Province to ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector by providing assistance in the following: selection of suitable projects, design of projects promoting the use of labour-intensive methods, setting of targets, alignment of EPWP municipal policies. Liaison with various stakeholders like Provincial Department of Cooperative Governance, South African Local Government Association (SALGA), and the Municipal Infrastructure Support Agent (MISA) to ensure that adequate technical support is provided to municipalities in the implementation of EPWP. Provide assistance to Municipalities in terms of reporting progress in the EPWP reporting system. Provide assistance on the implementation of the EPWP Integrated Grants. Compilation of Provincial technical support reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P. Muvhali Tel No: (012) 492 -3007
<b><u>FOR ATTENTION</u></b>	:	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. Mr. NJ Khotsa
<b><u>POST 07/148</u></b>	:	<b><u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2023/70</u></b>
<b><u>SALARY</u></b>	:	R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Service)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6) in Commerce, Property Management, Built Environment, Asset Management, Business Administration, Public Administration or equivalent. Extensive relevant experience in managing projects. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<b><u>DUTIES</u></b>	:	Effectively manage the life-cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immovable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S Sokhela Tel No: (012) 406 2043
<b><u>FOR ATTENTION</u></b>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. Ms NS Nxumalo

**POST 07/149** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT SYSTEMS REF NO: 2023/71**

**SALARY** : R766 584 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Public Administration, Management Science, Social Sciences. Appropriate experience at an Assistant Director Level in Performance Management and Development Systems (PMDS); Strategic understanding and knowledge of the application of PMDS and Bursaries policies, processes and procedures. Knowledge: PMDS PERSAL related functions; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Instructions; PSCBC Resolutions; GPSSBC Resolutions; Thorough understanding of the public service regulatory framework related to HRD processes and procedures; Knowledge of all Human Resources policies and procedures. Skills: Advisory skills; Knowledge and experience in Microsoft Office Suite (Microsoft Word, Excel and PowerPoint); Ability to develop sound policies; Advanced numeracy and personnel budgeting; Demonstrable written and verbal communication; Advanced report writing abilities; Excellent interpersonal and stakeholder liaison skills; Presentation skills to various audience; Conflict management; Project management; Advanced interpersonal and diplomacy skills; Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels including the Executive Authority office; Ability to work independently and in a team; Ability to work with confidential information; Supervisory and organisational skills; Self-motivated, resourceful and punctuality; Ability to work under stressful situations; Driver's licence.

**DUTIES** : Effective and efficient development and implementation of PMDS strategies in line with the relevant prescripts; Facilitate the continuous development and maintenance of PMDS in line with mandatory requirements and best practices; Provide technical advice and support to the department on matters pertaining to PMDS; Evaluate the application of PMDS in the Department and provide a well-researched implementation practice; Oversee the annual implementation of the training process on PMDS policy in the Department; Conduct PMDS audits in the department to ensure compliance with the applicable prescripts; Facilitate the implementation of Personal Development Plans in collaborations with the Training and Development Sub-Directorate; Manage the Sub-directorate and provide strategic direction to Regional Offices regarding PMDS and Bursary matters; Effective management of the bursary programme for the Department; Oversee the implementation of bursary programmes to support bursary holders in line with the approved policy; Monitor and evaluate the effectiveness of the bursary programme in the Department; Monitor the bursary expenditure according to allocated budget; Effective management of bursary files to avoid debt prescription, Ensure timeous payment of bursary fees; Develop and manage the operational plan of the sub-directorate and report on progress as required; Identify potential operational risks and facilitate the mitigation thereof; Allocate duties and perform quality control on the work delivered by supervisees; Ensure maintenance of discipline and promotion of teamwork in the Sub-Directorate.

**INQUIRIES** : Adv. SM Mwanza Tel No: (012) 406 1300

**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 07/150** : **ASSISTANT DIRECTOR: SITE DELIVERY PROGRAMME REF NO: 2023/72**

**SALARY** : R491 403 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Town and Regional Planning and extensive relevant working experience in various facets of town & regional planning and related built environment legislations / policies. Valid Registration as Professional Planner with the South African Council for Planners (SACPLAN) is compulsory. Valid driver's licence. Willing to travel extensively. Knowledge and Skills: Applicable legislation, Standards and guidelines related to town and regional planning, Technical issues related to town and regional

planning, Site layout, Feasibility investigations regarding property development, Policy research, analysis and development, Procurement processes and procedures, Built environment. Management of service level agreements, Effective communication, Technical report writing, Numeracy, Computer literacy. Organisation and planning, Relationship management, Programme and project management. Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Conflict resolution, Negotiation skills, Analytical thinking, Innovative, Creative, Solution orientated. Personal Attributes: Willing to adapt work schedule in accordance with office requirements. Ability to work under pressure; Ability to communicate at all levels; People orientated; Innovative; Flexibility and ability to adapt to change; Analytical thinking; Hardworking and highly motivated.

**DUTIES** : Monitor the implementation of town and regional planning principles on fixed asset development –manage Site Delivery Programme in line with town and regional planning principles applicable in fixed asset development and as per set timeframes and budgets; compile and maintain departmental town planning policy documents, records and files to enhance Site Identification delivery services; formulate policies and guidelines based on related best practices; verify compliance with legislation and conditions by relevant authorities. Provide site identification delivery services:- develop, negotiate and manage the Site Delivery Programme; verify Pre-Design Information Requests; negotiate Project Execution Plans; facilitate the identification and determination of the feasibility of potential sites; issue Service Delivery Agreements to service providers; facilitate site clearance in terms of Project Execution Plans; manage site clearance standards as agreed with Project Managers; identifying blockages and required interventions; provide helpdesk and stakeholder liaison services on National Site Identification progress; Attend to site related queries. Develop and manage framework for the development of state assets -ensure the involvement of all related stakeholders; facilitate the development of the framework; co-ordinate and monitor the implementation thereof in compliance with applicable legislation and town and regional planning standards and guidelines; evaluate the impact of private developments on adjoining state assets.

**INQUIRIES** : Mr M Ganiso Tel No: (012) 406 1035  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 07/151** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2023/73**

**SALARY** : R393 711 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Finance with Accounting as one of the major subjects. Appropriate experience in budget management, as a Senior State Accountant or equivalent level in budget management. Knowledge: Working knowledge of estimating, budgeting, cash flow management and policy, procedure and processes regarding budget management in the public service. Working knowledge of Government Financial Systems (e.g. PERSAL, BAS, Vulindlela). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines). Skills: Communication skills both written and verbal. Interpersonal skills. Administrative skills. Report writing. Problem solving skills and decision-making skills. Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels. Assertiveness, accuracy and attention to detail. Dedicated. Hardworking. Ability to work under stressful conditions. Team player. People and client orientated. Trustworthy.

**DUTIES** : Coordinate and review financial supporting documents required for strategic and annual performance planning process. Coordinate the preparation and consultation for MTEF budget process. Analyse, interpret and implement the Treasury guideline for the MTEF, Estimates of National Expenditure (ENE), AENE and Roll-Over. Develop templates for coordination and consolidation of budget inputs from line functions. Coordinate and compile cash flow projections as prescribed by Treasury. Compile monthly financial performance report and

submit IYM report to Treasury. Ensure recording of all approved virement, shifting of funds and reconcile approved budget on BAS. Compile inputs for interim and annual financial statements. Evaluate information on monthly reports and engage stakeholders on spending variance. Assist in evaluating the internal control systems with regard to financial governance risks and compliance. Provide response for audit and expenditure queries. Monitor performance of subordinates and determine training needs.

**ENQUIRIES** : Ms F Motlhasedi Tel No: (012) 406 1541  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 07/152** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2023/74**

**SALARY** : R393 711 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 06) in Accounting or Finance. Appropriate supervisory experience in Financial Accounting field. Knowledge of transversal systems (BAS, SAGE, PERSAL, LOGIS, WCS and PMIS) applicable to the public service will be an added advantage. Knowledge and experience in auditing procedures applicable to the public service. The ability to implement systems and exercise control to ensure sound financial administration and management. Sound analytical and financial skills. Strong verbal and written communication skills. An understanding of the PFMA, as well as relevant Government regulations and policies. Computer literacy. A valid driver's license.

**DUTIES** : Support of the Head of Finance and other officials in the execution of their business activities. Prepare various financial statements and reports for management and submit to the Auditor-General. Undertake monthly reporting on reconciliation of all suspense accounts, maintain accounts payable (creditors), accounts received (debtors) and payroll. Ensure validity of all transactions on the Basic Accounting Systems (BAS). Supervise all staff in the component. Ensure effective utilization of the Department's resources. Ensure implementation of audit recommendations. Provide support and financial advice to Line Managers.

**ENQUIRIES** : Mr M.L Serepo Tel No: (015) 293 8003  
**APPLICATIONS** : 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

**POST 07/153** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 2023/75**

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial Accounting, Management Accounting or Finance. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

**DUTIES** : Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on PERSAL expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.

**ENQUIRIES** : Ms M Mphahlele Tel No: (012) 406 1710  
**APPLICATIONS** : Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.  
**FOR ATTENTION** : Ms NP Mudau

<b><u>POST 07/154</u></b>	:	<b><u>CHIEF WORKS MANAGERS: BUILDING REF NO: 2023/76</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Mthatha Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Building, Quantity Surveyor or Civil Engineering or N3 certificate plus complete appropriate trade test with extensive technical experience in the built environment. A valid driver's license is compulsory. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulations, the environmental conservation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Manage minor projects, unplanned & planned maintenance, site inspections, technical report writing and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirement for minor new works and repairs to existing works by ensuring that customer complaints are investigated and followed up. Ensure that the outputs are aligned to departmental strategic goals and objectives and satisfy client's needs. Develop specification, estimates and tender documents for in-house projects. Inspect and report on leased buildings. Inspect and report on optimum use of building equipment and installation. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions.
<b><u>ENQUIRIES</u></b>	:	Mr. L. Dingindlela Tel No: (047) 521 7006
<b><u>APPLICATIONS</u></b>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<b><u>FOR ATTENTION</u></b>	:	Ms N Mzalisi
<b><u>NOTE</u></b>	:	Persons with disability are encouraged to apply
<b><u>POST 07/155</u></b>	:	<b><u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2023/77</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Kimberly Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Social Work or Psychology. Registration with professional bodies such as; SACSSP or HPCSA. Relevant working experience in field. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness, knowledge and understanding of HIV as a Developmental issue, specialised knowledge of counselling, people management and empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organisational skills, interpretation of policies, ability to undertake research/gather information, ability to work independently. A valid driver's license and willingness to travel are essential.
<b><u>DUTIES</u></b>	:	HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of condoms and information material. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department on the incapacity cases. Organise Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on safety behaviour and provide information related to Injury on duty. Wellness management: Promote Work life Balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed on hazardous environment.
<b><u>ENQUIRIES</u></b>	:	Ms A Ntsie Tel No: (012) 406 1747



**APPLICATIONS** : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

**FOR ATTENTION** : Ms N Hlongwane

**POST 07/156** : **SENIOR ADMIN OFFICER: UTILISATION & CONTRACT ADMINISTRATION REF NO: 2023/78**

**SALARY** : R331 188 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 06) in Real Estate /Property Studies /Commercial Practice and Public Administration. An appropriate relevant experience in property management. Knowledge and understanding of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), and Property related Act, 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.

**DUTIES** : Updating 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 with GIAMA. Carry out regular inspections on State property to ensure maximization of property utilization and prepare Inspection Reports. Identify unimproved land, unutilised or illegally, redundant / superfluous State properties which are no longer used by National clients. 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. Letting out of State-owned property. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance with 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. General supervision of employees.

**ENQUIRIES** : Ms N. Malindi Tel No: (047) 502 7000  
**APPLICATIONS** : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

**FOR ATTENTION** : Ms N Mzalisi

**POST 07/157** : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/79**

**SALARY** : R269 214 per annum  
**CENTRE** : Umtata Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Finance /Auditing/ Supply Chain Management, Financial Management/ Accounting. Appropriate Supply Chain Management experience. Knowledge: Financial prescripts and international standards, Working Knowledge of Government Financial systems (BAS, PERSAL, PMIS & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Skills And Personal Attributes: Good communication skills both written and verbal, Trustworthy, Ability to work under pressure and meet deadlines, Willingness to work irregular hours.

**DUTIES** : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance issues by doing the pre- audit and post audit. Compile report on Non-compliance for coordination for purposes of financial statements. Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department. Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on

the performance of SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

**ENQUIRIES APPLICATIONS** : Mr A Ngqongqo Tel No: (047) 502 7000  
 : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.  
**FOR ATTENTION** : Ms N Mzalisi

**POST 07/158** : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS & LEASE MANAGEMENT REF NO: 2023/80**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
 : Bloemfontein Regional Office  
 : A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate or Property Law. Appropriate experience in Property Acquisitions & Lease Management. Rights in fixed property and property administration will serve as an advantage. Valid driver's license. Computer Literacy. Knowledge and understanding of government procurement processes, Contractual policies and procedures. Understanding of property acquisition and its trends. Understanding of derivative forms of acquisition of property (expropriation, common law and prescriptions, etc.) Negotiation skills.

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

**ENQUIRIES APPLICATIONS** : Ms M Lekoeneh, Tel No: (051) 4087531  
 : 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 07/159** : **ADMIN CLERK: REAL ESTATE MANAGEMENT SERVICES REF NO: 2023/81**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum  
 : Umtata Regional Office  
 : A Senior Certificate / Grade 12 with relevant experience in clerical services and filing system for the component. Tertiary qualifications will be an added advantage. Basic understanding of the PFMA of 1999 and other property related legislation. Numerical skills, good verbal and communication skills. Good interpersonal relations. Computer literate.

**DUTIES** : Record, organize, store, capture and retrieve correspondence and data. Update register and statistics also handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Type basic letters or other correspondence when required, maintain leave register for the component, personnel records, attendance register in the component. Arrange travelling and accommodation, capture, update expenditure in the component. Check correctness of the travel claims of officials and submit to the manger for approval and handle telephone accounts and petty cash for the component.

**ENQUIRIES APPLICATIONS** : Mr. N Ndabeni Tel No: (047) 502 7000  
 : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

**FOR ATTENTION** : Ms N Mzalisi

**POST 07/160** : **ADMIN CLERK: HELPDESK AND COMPLAINTS REF NO: 2023/82 (X2 POSTS)**

**SALARY** : R181 599 per annum

- CENTRE REQUIREMENTS** : Umtata Regional Office  
 : A Grade 12 / Senior Certificate or equivalent qualification with appropriate administration experience in User Demand Management or Key Accounts Management. Must have computer Literacy certificate or course. Knowledge Needed: Office Administration, Public Finance Management Act (PFMA), Treasury Regulations, Data Base Management, Property Management and Built Environment related regulations. Skills Needed: communication, ability to follow a pro-active and creative problem solving approach, organising, advanced numeracy, professionalism, and diplomacy and inter-personal skills. Knowledge of Works Control System (WCS), Archibus, Client Relations, Client service oriented and three year qualification (NQF Level 6) in Office / Business and Public Management qualification as recognised by SAQA will serve as an advantage.
- DUTIES** : Liaise with National Departments and Internal departmental Components through management of a query tracking register for the Component. Follow up on outstanding client day to day maintenance complaints logged in Archibus or Worx4u system. Facilitate and coordinate meetings with internal and external clients by issuing invites, arranging logistics, taking and distribution of minutes. Follow up on resolutions of meetings. Update and maintain electronic and physical records for procurement instruction. Type basic memorandums and other correspondence when required. Acquire stationery for the Component. Procure goods and services e.g equipment, material, catering, refreshments, etc. for the Component. Arrange travelling and accommodation for the Component. Maintain Leave Register. Assist and timely submit subsistence and travelling allowance (S & T) documents of the Component. Make copies and manage distribution register for outgoing and incoming documents of the Component. Capture and update expenditure of the component as per Finance Unit requirements. Manage and Maintain proper filing system. Plan and manage diary of the unit. Act in supervisory capacity as and when required.
- ENQUIRIES APPLICATIONS** : Ms A Poyo Tel No: (047) 502 7067  
 : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
- FOR ATTENTION** : Ms N Mzalisi
- POST 07/161** : **ADMIN CLERK: PRODUCTION LEVEL CLERK (PROVISIONING& LOGISTICS) REF NO: 2023/83**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum  
 : Mthatha Regional Office  
 : A Grade 12 / National Senior Certificate with appropriate experience in Payments (An appropriate National Diploma will be an added advantage) Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).
- DUTIES** : Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS Capture and re-authorise all payments to be made to the supplier Capture any credit notes received from suppliers on the system and authorisation of it Capture any disallowances on invoices received from suppliers on the system Capture any memo received from Treasury for backdated price increases and the pre-authorisations Forward the relevant documents to financial delegate for final authorisation of payments Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions.
- ENQUIRIES APPLICATIONS** : Ms. T Bomela Tel No: (047) 702 7046  
 : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
- FOR ATTENTION** : Ms N Mzalisi
- POST 07/162** : **ADMIN CLERK: UDM: SAPS & IPID REF NO: 2023/84**  
 (Re-advert all applicants who previously applied are encourage to re-apply).
- SALARY** : R181 599 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office (Pretoria) : A Grade 12 / National Senior Certificate with relevant experience in User Demand Management (UDM)/ Key Account Management (KAM). Willing to adapt work schedule in accordance with office requirements. Knowledge: Office administration, Works Control System (WCS), Public Finance Management Act (PFMA), Treasury Regulations, Financial management and administration, State budgetary systems, Financial systems, Logis. Skills: Numeracy, Accounting, Organising, Interpersonal skills, Diplomacy, Ability to follow a pro-active and creative problem, Solving approach, Communication, Computer literacy. Personal Attributes: Patience, Trustworthy, Team player, Reliable, Resourceful, Ability to work under stressful situations, People orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.
<b><u>DUTIES</u></b>	: Attend to client's complaints and queries: Maintain an active query register for the unit. Address enquiries or refer them to the necessary manager. Follow up on outstanding complaints and queries. Ensure resolutions of meetings are addressed within established timeframes. Render general clerical support services: Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Provide personnel and financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation. Distribute personnel pay slips and ensure that a payroll certificate has been signed and submitted to HR. Maintain a leave register for the component. Provide a meeting management service to the sub-directorate: Plan the diary for the sub-directorate. Book a meeting venue. Arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees. Assist with procurement of a service provider for catering where required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr P Chabalala Tel No: (012) 406 1393 : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	: Ms NP Mudau
<b><u>POST 07/163</u></b>	: <b><u>ADMIN CLERK: IMMOVABLE ASSET REGISTER REF NO: 2023/85</u></b> (24 Months Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R181 599 per annum : Port Elizabeth Regional Office (Gqeberha) : A Grade 12 / National Senior Certificate with appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	: Assist in physical verification of NDPWI assets. Perform support function. To ASD and DD Physical Verification. Perform desktop planning and Confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist

with property information to other units. Perform physical verification of sites and condition assessment.

**ENQUIRIES** : Mr. ZDL Twala Tel No: (041) 408 2072  
**APPLICATIONS** : 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms S Mafanya

**POST 07/164** : **SENIOR FOREMAN: SUPERVISOR GROUNDS SERVICES REF NO: 2023/86**  
(Re-advert all applicants who previously applied are encourage re-applying).

**SALARY** : R151 884 per annum  
**CENTRE** : Cape Town Regional Office (Groote Schuur Estate, Rondebosch)  
**REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent with relevant experience as a supervisor in the field of horticulture. Have exposure in dealing with people of high profile such as: Ministers, Magistrate Judges etc. Be able to handle a large staff component. Valid driver's license with PDP and be prepared to travel when requested.

**DUTIES** : The Supervision of personnel and horticulture services. Special request for long distances garden maintenance, plot clearing and firebreaks. Delegation and implementation of landscaping and garden maintenance duties. Notification of problem areas to Horticulturist. Oversee plot maintenance, fire break clearing and maintain therefore. Site inspection of various vacant state properties. Handling of Special arranging Ministerial duties as well arranging of plant decorations and flower display as and when requested. Able to manage the maintenance of plant nursery.

**ENQUIRIES** : Mr M Jantjies Tel No: (021) 689 5741  
**APPLICATIONS** : 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.

**FOR ATTENTION** : Ms. C Rossou

**POST 07/165** : **PHOTOCOPIER OPERATOR REF NO: 2023/87**

**SALARY** : R107 196 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A Grade 10 or equivalent. Knowledge of document reproduction processes and logistics. Knowledge of Operation of machinery and tools, Departments procurement processes and the Occupational health and safety act. Effective communication skills (verbal and written), a good interpersonal relations. Planning of work processes, time management, operation of heavy duty photocopying machine. Safety conscious, hardworking, trustworthy, punctuality, accuracy, polite and helpful. Operation of machinery and tools.

**DUTIES** : Operate the photocopier machine receive and document requests for heavy duty photocopying and shredding of documents; control the usage of heavy duty photocopying machines; lock and keep keys of the workshop; report breaches and defects; bond and staple all copied documents; inform clients that documents have been bonded and are complete for collection; lubricate and attend to minor defects; perform daily meter reading and maintain register thereof.

**ENQUIRIES** : Mr R Oliver Tel No: (053) 838 5302  
**APPLICATIONS** : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

**FOR ATTENTION** : Ms NJL Hlongwane

**POST 07/166** : **CLEANERS: CLEANING SERVICES REF NO: 2023/88 (X3 POSTS)**

**SALARY** : R107 196 per annum  
**CENTRE** : Moutse L.C. (X1 Post)  
Thabazimbi L.C. (X1 Post)  
Sibasa Regional Court (X1 Post)

**REQUIREMENTS** : ABET level 3 or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Appropriate cleaning experience in a corporate/ office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning

materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

**ENQUIRIES** : Mr M.P. Morudu Tel No: (015) 291 6386  
**APPLICATIONS** : Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

**FOR ATTENTION** : Mr. NJ Khotsa

**POST 07/167** : **CLEANER: FACILITIES MANAGEMENT REF NO: 2023/89**

**SALARY** : R107 196 per annum  
**CENTRE** : Umtata Regional Office  
**REQUIREMENTS** : A Grade 10 and appropriate cleaning experience in an office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Cleaning or Hygiene certificates will be an added advantage.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

**ENQUIRIES** : Ms N Nakumba Tel No: (012) 492 3173  
**APPLICATIONS** : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

**FOR ATTENTION** : Ms N Mzalisi

**SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria, 0001. (Application must be deposited into the box available at the reception area). Applications forwarded by post to be addressed as follows, for attention Lt Col JL Shandu / Capt SJ Matlopela): The Section Head: Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

**CLOSING DATE** : 17 March 2023 at 15:30

**NOTE** : Only the official application form (available on the SAPS website and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**OTHER POSTS**

**POST 07/168** : **ADMINISTRATION CLERK REF NO: DNC03/02/2023 (X1 POST)**

**SALARY** : R181 599 per annum  
**CENTRE** : Office of Deputy National Commissioner: Policing (Pretoria)  
**REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of post will be an added advantage. Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work under pressure and extended hours.

- DUTIES** : Render administrative support functions, Administer logistical matters. Maintain leave records, registers and files. Answer and Screen all incoming calls to the office of the Section. Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the office of the Deputy National Commissioner: Policing. Liaise with other components and section on matters relating to the office of Deputy National Commissioner: Policing. Maintain good record keeping filing and bring forward system. Operate standard equipment (fax, photocopy machine, telephone, computer etc.).
- ENQUIRIES** : Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane at telephone: Tel No: (012) 397 7256 / 7240.
- POST 07/169** : **GENERAL WORKER REF NO: DNC04/02/2023 (X1 POST)**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Office of Deputy National Commissioner: Policing (Pretoria)
- REQUIREMENTS** : A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters. Performing routine tasks such as dusting furniture and floors, removing refuse bags. Moping of all tiled flooring. Cleaning bathrooms, kitchenware and utensils. Safekeeping and handling of a variety of cleaning materials.
- ENQUIRIES** : Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane at telephone: Tel No: (012) 397 7256 / 7240.



## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

*The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.*

- APPLICATIONS** : recruitment@dsac.gov.za No hand-delivered or applications sent via post/ mail will be accepted. Only emailed applications will be considered. Please quote the reference number/ post title in the heading/ subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
- CLOSING DATE** : 10 March 2023 at 16:00
- NOTE** : It is mandatory that applications, which consist of a signed Z83 and comprehensive CV, be emailed to the email address indicated above. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form is effective and if the old Z83 is used, it will be deemed a regret. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), the evaluation certificate will be requested should the applicant be shortlisted. Applicants must be South African citizens or a Permanent Residents. If shortlisted, all non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credits records. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. 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 committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. NOTE: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you

have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments.

#### **MANAGEMENT ECHELON**

**POST 07/170** : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC-01/02/2023**

**SALARY** : R1 105 383 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

**CENTRE** : Pretoria

**REQUIREMENTS** : An degree/related qualification (NQF Level 7) as recognised by SAQA in Accounting/Auditing or Financial Management; Five (5) years appropriate experience in the Auditing environment at a middle/ senior management level or similar level on the private sector or Auditor General; Knowledge of Internal & External audit with complete articles; Knowledge and understanding of PFMA (Public Finance Management Act) audit; National Treasury Regulations, Tax legislation and SCOA; Knowledge and practical understanding of BAS, PERSAL and LOGIS Financial Systems; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, problem solving and analysis, accountability and ethical conduct and people management and empowerment; Must be in possession of a Code 08 driver's licence.

**DUTIES** : The purpose of this position is to manage the development and implementation of internal control interventions in the Department; Manage the development of internal control policies and procedures according to the PFMA; Update policies and procedures in line with applicable legislation; Develop and implement internal control interventions; establish integrated internal control systems; establish departmental governance frameworks; establish departmental oversight and related committees; Management of audit queries; Facilitate and coordinate the development of responses to audit queries within the required time frame; Facilitate and consolidate reports for the AGSA; Ensure compliance to the AGSA; Development of departmental fraud prevention strategy; Development of departmental loss control system.

**ENQUIRIES** : Mr I Mokgwamme Tel No: (012) 441 3443

#### **OTHER POSTS**

**POST 07/171** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DSAC-02/02/2023**

**SALARY** : R393 711 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Three year National Diploma/Degree (NQF 6) in Supply Chain, Logistics Management, Public Management, or equivalent qualification; 3-5 years related Logistics management experience; Good working knowledge of the PFMA, Treasury Regulations, Logis, Logis-online and the relevant functions on BAS; The ability to handle high level of complexity as well as high work volumes within the work environment; Planning and organising skills; Project Management skills; The ability to maintain composure while meeting multiple deadlines; Computer literacy; Good verbal and written communication.

**DUTIES** : The purpose of this position is to coordinate, review, undertake and render a logistics service through the requisition of goods and services; Receive quotations and check for completeness and that all the necessary/ supporting documents are attached and that procedures were done according to regulations and procedures; Coordinate the placement of orders for goods and services; The receipt, distribution, ware housing and stock control, payment of goods and services and physical disposal; Create and obtain authorisation of ICN's and ledgers to be used and determine classification of items; Effective

management of LOGIS system: ensure user profiles are created; liaise with National Treasury/ system developers on errors of the system when required; manage and ensure that hardware, programs and network are operational and take corrective action when required; oversee logistical management and supervision of staff; Coordinate safekeeping and distribution of goods as well as SCM documentation; Monthly and quarterly reports: BBBE on compliant service providers; reporting on consumables for the financial statements.

**ENQUIRIES** : Ms C Howes Tel No: (012) 441 3287

**POST 07/172** : **ADMINISTRATIVE OFFICER: TRAVEL OFFICE REF NO: DSAC-04/02/2023**

**SALARY** : R269 214 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Three-year degree or National Diploma in Public Administration/ Administration or equivalent qualification; 1-2 years relevant experience; excellent planning and organizational skills; computer skills; good communication and interpersonal relations; excellent administrative skills.

**DUTIES** : The purpose of this post is to work according to the Departmental Transport Policy as well as Treasury Regulations; Check travel forms for correctness of travel forms and attachments (allocation, signature, class, and all the relevant requirements); Make bookings for flights, accommodation, car hire, shuttle services, insurance, excess baggage etc with the Travel Management Company (TMC) as indicated on the request; Create an order for each travel service as requested and approved on the travel form; Attach confirmations with the travel forms; Email confirmations to employees; Update list of order numbers; Submit travel forms to supervisor for signature; Scan transport forms onto the electronic system (transact); Receive and check invoices; Obtain necessary document of proof and verify with invoice; Sort invoices per item (Allocations); Print supporting documents if there are outstanding transport forms; Capture allocations on the spread sheet; Compile sundry payment; Submit to supervisor to check; Submit to Budget office and internal control for verification; Capture payment on BAS; Take payment and register to Finance for filling; Scanning of documents on to the system; Filling of documents on transact filling system; Manage meeting room booking system; Printing and attaching of supporting documents; Allocate work; Develop and train subordinates; implements the PMDS in accordance with the policy.

**ENQUIRIES** : Ms B Gwala Tel No: (012) 441 3022/ 082 881 2888

**POST 07/173** : **SIGN LANGUAGE INTERPRETER REF NO: DSAC-05/02/2023 (X2 POSTS)**  
(06 Month Contract Positions)

**SALARY** : R269 214 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Three-year Degree/National Diploma (NQF6) in Language Practice specialising in South African Sign Language Interpreting or equivalent qualification; 1-2 years' experience in South African Sign Language interpreting role; A valid driver's license will be an added advantage; Willingness to travel and work outside normal hours; Sound knowledge of the Use of the Official Languages Act, 2012 (Act No.12 of 2012) and its Regulations 2014; Knowledge of departmental Language Policy; Ability to work under pressure and maintain a high level of confidentiality; Good interpersonal and communication skills; Computer literate; Strong administration and organisational skills; Database development and maintenance; Basic research skills; Ability to correctly interpret in SA sign language.

**DUTIES** : The purpose of this post is to provide interpreting services at all Departmental events and assist in the development and promotion of South African Sign Language (SASL); Interpreting from sign language to voice and from voice to sign language; Consultation with internal and external language stakeholders; Arrange and attend meetings; Research about the sign language; Report writing; Analysing and interpreting information relevant to sign language; Keep abreast of the latest trends in sign language; Create content for sign language; Work on orthography and terminology; Translation and editing in sign language; Assist the Department in creating awareness among employees on South African Sign Language.

**ENQUIRIES** : Ms Z Ndimba Tel No: (012) 441 3833/ 082 90 09767

**POST 07/174** : **LEGAL ADMINISTRATION OFFICER-MR3 REF NO: DSAC-03/02/2023 (X2 POSTS)**

**SALARY** : R268 755 - R307 302 per annum, in terms of the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel.

**CENTRE** : Pretoria

**REQUIREMENTS** : LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Services; at least 2 years appropriate post-qualification legal experience according to OSD Legal professional; Knowledge of Legal research and drafting; Knowledge of the various pieces of legislation administered by the Department; Knowledge of South African Law; Ability to apply the law to a set of facts; Computer literacy; Planning and decision-making skills; Communication (verbal and written) skills; Interpersonal relations; Innovative and analytical skills; Problem solving skills; Law interpretation skills.

**DUTIES** : The purpose of this post is to: Conduct research that will provide information and case law relevant to the legal matter at hand / proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result; Draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard; Co-ordinate provision of litigation services to the department; Successfully conduct an interview in order to determine the client's goals and objectives; Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions; Document interview and all advice given during legal consultation in writing.

**ENQUIRIES** : Mr R Mabunda Tel No: (012) 441 3252

### STATISTICS SOUTH AFRICA

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

- APPLICATIONS** : All applications must be submitted online on the following link: [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)
- CLOSING DATE** : 10 March 2023
- NOTE** : Applications must be a submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/smspre-entry-programme/>. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

### MANAGEMENT ECHELON

- POST 07/175** : **CHIEF DIRECTOR: BUSINESS MODERNISATION REF NO: 01/02/23HO**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three-year tertiary qualification (NQF 7) in IT/ Statistics/ Economics/ Demography, Training in Enterprise Architecture would be an added advantage, 5 years' relevant experience at senior managerial level, Experience in data analysis, data modelling, data warehousing and data design, Proven knowledge and experience in the development and application of Architecture for solving complex business problem, Proficiency in various software development design techniques, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).
- DUTIES** : Provide leadership in the development of strategic and operational plans, policies and procedures for the Chief Directorate, Oversee the provision of database design and system architecture, Oversee and direct the provision of enterprise architecture, Conceptualise the provision of business system

expertise and solutions as well as oversee the analysis and design of business systems, Liaise with internal and external stakeholders to meet client's needs, Ensure effective and efficient management of resources in the Chief Directorate.

**ENQUIRIES** : Ms M Montsho Tel No: 012 310 4889

**POST 07/176** : **CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: 02/02/23HO**

**SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package)  
: Head Office, Pretoria

: A three-year tertiary qualification (NQF 7) in IT/ Computer Science or related, 5 years' relevant experience at senior managerial level, Experience in Information technology, networking troubleshooting, ICT security – application development and server administration, Proven knowledge and experience in working with ICT systems, tools, networks and platforms, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

**DUTIES** : Provide leadership in the development of strategic and operational plans, policies and procedures for the chief directorate, Oversee the provision of ICT service desk and end-user support, Drive and administer the provision of ICT networking operations, connectivity and risk management, Provide leadership in the provision of ICT security operations and disaster recovery, Liaise with internal and external stakeholders to meet client's needs, Ensure effective and efficient management of resources in the chief directorate.

**ENQUIRIES** : Ms M Montsho Tel No: 012 310 4889

**POST 07/177** : **CHIEF DIRECTOR: ADVOCACY AND DISSEMINATION REF NO: 03/02/23HO**

**SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package)  
: Head Office, Pretoria

: A three-year tertiary qualification (NQF 7) in Communication/ Marketing/ Journalism/ Media Studies, More than 5 years' relevant experience at senior managerial level in a communications or marketing environment, Experience in managing projects, marketing products/ services, customer service and managing staff, Knowledge of MS Office Suite, A valid driver's license, Knowledge of management, leadership, communication, research analysis, project management and Statistics, Excellent communication, good interpersonal, presentation, analytical, conflict management, research, policy formulation, financial management, change management, strategic management, leadership, people management skills, sound understanding and knowledge of internal communication as part of overall communication process, understanding of basic project management/ planning and basic finance, understanding of communication, stakeholder relations and marketing principles, A hard worker who is confident, customer-focused, creative, innovative, resilient, assertive, proactive and performance driven, Ability to work under pressure and multi-task.

**DUTIES** : Provide leadership on communication issues within the organisation and provide communication inputs to organisational strategy. Conceptualise, execute and continuously review organisation's internal stakeholder engagement strategy, Media Management and Publicity and Advocacy, Provide access to Stats SA products and services, and manage the organisation's corporate identity, Stakeholder Relations and Marketing, Management of Chief Directorate and staff and advancement of good governance.

**ENQUIRIES** : Ms M Montsho Tel No: 012 310 4889

<b><u>POST 07/178</u></b>	:	<b><u>CHIEF DIRECTOR: STATISTICAL METHODS REF NO: 04/02/23HO</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7) in Mathematics/ Statistics/ Economics/ Econometrics, Training in Project Management and Management, 5 years' relevant experience at senior managerial level in quantitative and qualitative research and statistical analysis, Knowledge of statistical frameworks that govern production of official and other statistics, Knowledge of legislation and policy frameworks, Knowledge of the strategic direction of the organisation, Knowledge of MS Office Suite, Knowledge of Statistical Analysis Software, A valid driver's license, Excellent communication, interpersonal, leadership, organisational, problem-solving, analytical, and customer relations skills, Ability to make sound decisions, Ability to reach sound, supportable and independent conclusion on policy issues, Ability to work under tight timelines, Willingness to travel.
<b><u>DUTIES</u></b>	:	Lead the development of strategic and operational plans, policies and procedures for the chief directorate, Provide leadership in the appropriate management of financial and human resources, Provide strategic leadership on methodological support to economic statistics and household based surveys, Provide leadership in the design and application of statistical methods that support production of official statistics, Provide leadership in the development and review of detailed sources and methods documents.
<b><u>ENQUIRIES</u></b>	:	Ms M Montsho Tel No: 012 310 4889
<b><u>POST 07/179</u></b>	:	<b><u>CHIEF DIRECTOR: PUBLICATION SERVICES REF NO: 11/02/23HO</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7) in Linguistics/ Languages or Information/ Data Management, Training in Project Management, Management and Customer Care, 6 years' relevant experience at senior managerial level in publishing or data management/ analysis, Knowledge of Corporate Branding, Product Development, Project Management and Strategic Planning, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, interpersonal, leadership, organisational, management, research, presentation, decision-making, problem-solving, analytical and strategic thinking, conflict management skills, Ability to make sound decisions, Ability to work under tight timelines, Willingness to travel, A hard-worker who is creative, innovative, assertive, self-driven, result driven and a team player.
<b><u>DUTIES</u></b>	:	Provide leadership in the service to publish reports, Provide leadership in the provision of a service to develop electronic statistical products, Provide leadership in the development and maintenance of all relevant policy, planning and decision-making, Liaise with all relevant stakeholders, Ensure leadership in the appropriate management of financial and human resources, including asset management.
<b><u>ENQUIRIES</u></b>	:	Ms M Montsho Tel No: 012 310 4889
<b><u>POST 07/180</u></b>	:	<b><u>CHIEF SYSTEMS ANALYST REF NO: 05/02/23HO</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An Honour's degree in IT or related field. Training in System/ Business analysis, Systems and data architecture and solutions design, Data modelling, Relational database design, Architecture Frameworks, COBIT/ITIL Frameworks and Project management. At least 6 to ten years' relevant experience in Software Development Life Cycle (SDLC) environment) of which 5 years must be at middle management level. Extensive knowledge in Agile software development methodologies. Experience in development of process and standards. Experience in project management. Experience in the development of policies and procedures. Knowledge of systems and data architecture, technology trends and development, application and system software development, advanced database design and data modelling, technology architecture, web infrastructure, ICT security, project management, applicable ICT practices and acts and understanding of government policies. Good verbal and written communication, problem solving, time management, analytical, project management, presentation, facilitation, report writing,

conflict management, decision making, leadership, interpersonal, networking and collaboration skills. Ability to manage and train people, ability to work independently and in a team oriented and collaborative environment. A committed, hardworking, reliable, innovative, creative, self-motivated, results-oriented and persistent worker. Ability to work under pressure to meet deadlines. Willingness to travel.

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

**ENQUIRES** : Ms S Twala Tel No: (012) 310 8326

**POST 07/181** : **DIRECTOR: FACILITIES MANAGEMENT REF NO: 06/02/23HO**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Built Environment, Supply Chain Management, Business Management or Logistics Management, Training in project management, Risk Management and Supply Chain Management, Asset Management, At least six years' proven experience in built environment and facilities management of which five (5) years must be at a middle management level, Knowledge of MS Office Suite. Knowledge of Built Environment (Technical), Logistics, Asset Management, Supply Chain Management. A valid driver's license, Good communication, management and leadership, organisation and report writing skills.

**DUTIES** : Ensure the development of plans and standard operating procedures for facilities management, Manage the provision of maintenance and venue coordination services, Ensure the provision of effective property management services, Oversee all aspects of contracts are carried out according to contractual obligations, Liaise with internal and external service providers, Ensure the provision and maintenance of telecommunication services, Manage staff, budget and other resources.

**ENQUIRIES** : Ms S Twala Tel No: 012 310 8326

**POST 07/182** : **DIRECTOR: STATISTICAL STANDARDS DEVELOPMENT REF NO: 07/02/23HO**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A postgraduate degree in Statistics or related field, Training in project management, official statistics, economics and demography, 5 years' relevant experience at managerial level in developing and implementing standards (for an example including specifications, classifications, definitions, policies, procedures, guidelines and/ or methodologies), Experience in some aspects of the core work performed by Stats SA, Knowledge of Statistics/ Accounting/ Economics/mathematics, Understanding of government policies and initiatives and the role of statistics in government decision-making, Knowledge of standards development , maintenance and implementation of standards, Knowledge of MS Office Suite, A valid driver's license, Good communication, conceptual, analytical, interpersonal, leadership and management, problem-solving and report writing skills, Ability to interpret and present the contents of standards, Ability to work and cope under pressure, Ability to bring independent an impartial advice into departmental decision-making, a hard worker who is self-motivated, responsible, self-confident, patient, creative and have a strong sense of standards.

**DUTIES** : Manage the development, review and maintenance of statistical standards, Manage the development of policies for the implementation of standards and support internally, To ensure support to National Statistics System (NSS) with the development of statistical standards, Manage the coordination inputs for the development of training material on the use of standards, Manage staff, budget and other resources, Oversee the conducting of research on international best practices for the development of statistical standards.

**ENQUIRIES** : Ms S Twala Tel No: 012 310 8326



**POST 07/183** : **CHIEF METHODOLOGIST REF NO: 08/02/23HO**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An Honour's degree in Statistics/ Economics/ Econometrics/ Mathematics or related field of study. Advanced training in SAS, Project Management experience. At least 6 years relevant experience in a research institution or statistical agency, of which 5 years must be on middle management level with experience in managing and supervising a team. Research skills as well as skills to implement operational theoretical solutions to researched problems. Knowledge of statistical, economic and social processes. Broad knowledge of Government policies and initiatives and how they relate to statistics. Knowledge of MS Office Suite. A valid driver's license, Good communication, numeracy, problem solving, interpersonal, analysis and interpretation of specialist data skills. An innovative thinker who is assertive, self-organised, self-motivated, independent and analytically oriented. Ability to plan work, meet timelines and pay attention to detail. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

**DUTIES** : Design, develop and maintain suitable sampling frames and select samples for surveys. Conceptualise and design computer programmes, develop methodologies for weighting and estimation, and conduct weighting and estimation for survey areas. Provide specialist advice and evaluate the quality of surveys and censuses. Conceptualise, develop and maintain sources and methods documentation. Render technical guidance in the development of specifications, guidelines and procedures for the development of programmes and systems. Provide specialist advice to stakeholders and methodology team. Provide on-the-job training to team members.

**ENQUIRIES** : Ms S Twala Tel No: 012 310 8326

**POST 07/184** : **CHIEF SYSTEMS DEVELOPER REF NO: 09/02/23HO**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Systems/ IT/ Computer Science/ Computer Engineering. Training in COBIT/ITIL frameworks, Architecture Frameworks, Project Management, Object Oriented Programming, Web services and service wrapping, Relational database design and SCRUM. At least seven years working experience in a systems development and implementation of which five (5) years of experience must be at a middle management level. A thorough understanding of the SDLC process, tools and techniques applicable to software development methodology such as SCRUM and Extreme programming. High level understanding of operating systems and IT infrastructure architecture. Solid experience in application release management and version control. Proven experience of systems development in a windows, web and mobile environment. Strong demonstrable programming skills in Microsoft development frameworks and technologies such as .NET, .NET Core, ASP.Net, C# and Entity Framework. Extensive experience in web development such as HTML5, XML, JSON, SOAP and Rest web services, JavaScript technology (jQuery, angular, react.js). Experience in relational database design and database programming, stored procedures, triggers, ETL and SSIS. Extensive experience in object oriented programming. Advanced database query tuning and performance optimisation skills. Technical project management and report writing experience. Experience in development of procedures and policies. Experience in doing cost-benefit analysis. Extensive knowledge of applications and systems software development, technology trends and development, technology architecture, web infrastructure, ICT security, Project Management. Extensive knowledge of database design. Knowledge of applicable ICT practices and acts. Understanding of government policies. A valid driver's license. Communication, interpersonal, presentation, analytical, problem solving, leadership and project management and technical documentation skills. Ability to pay attention to detail, make high impact decisions, conduct research into database issues, standards and products as required. Ability to effectively prioritise and execute tasks in a high-pressure environment. A hardworking person who is highly self-motivated and driven, persistent, innovative, dedicated, resourceful and innovative. Ability to work under pressure in order to meet deadlines. Willingness to travel.

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

**ENQUIRIES** : Ms S Twala Tel No: 012 310 8326

**POST 07/185** : **DIRECTOR: CONTENT DEVELOPMENT AND ANALYSIS REF NO: 10/02/23HO**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics; Demography; Econometrics; Economics and or Social Science, Training in statistical analysis, project management, SAS training, Proven experience in data analysis and report writing and quantitative research, At least six years of experience in data analysis, writing reports and quantitative research, Five (5) years of experience at a middle management level, Knowledge of MS Office Suite, A valid driver's license, Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills, Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual, analytical and numeric ability, Ability to handle stressful situations, Willingness to work under pressure and long hours to meet deadlines, Willingness to travel.

**DUTIES** : Ensure the development of strategic, business and operational plans for the directorate, Ensure development of the content for all surveys and related modules within the division, Ensure development and testing of survey instruments, procedures and guidelines for labour statistics related surveys, Manage data analysis and report writing. Oversee conducting of research and recommending appropriate methodologies for the production of labour statistics, Liaise and provide statistical support relating to labour statistics to internal and external stakeholders, Manage training in collaboration with Survey Operations, Manage staff, budget and other resources, Ensure the development of policies.

**ENQUIRIES** : Ms S Twala Tel No: 012 310 8326

## DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 10 March 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV ONLY (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.  
**ERRATUM:** Driver Assistant with Ref No: DOT/HRM/2023/08, Please note that the above-mentioned post advertised in the Public Service Vacancy Circular 05 dated 10 February 2023, it has been withdrawn. Apologies for any inconvenience caused. For enquiries contact Mr Herman Seleke Tel No: 012 309 3886.

## OTHER POST

- POST 07/186** : **ASSISTANT DIRECTOR: BILATERAL COORDINATION REF NO: DOT/HRM/2023/09**  
(Branch: Corporate Services)  
(Chief Directorate: International Relations)  
(Directorate: Bilateral Coordination)
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), (all-inclusive salary package)  
: Pretoria (Head Office)  
: An appropriate NQF Level 6 qualification as recognised by SAQA in International Relations or Political Science with 3 years' experience at a supervisory or practitioner level in International Relations field. Note: The following will serve as a recommendation: Organisational and communication skills. Computer literacy. Knowledge of the transport industry environment. Project management, foreign protocols and policy development.
- DUTIES** : Maintain and enhance South Africa's framework of Bilateral Agreements and memorandum of understanding with foreign governments in respect of transport services. Coordinate delegation's arrangements regarding

international engagements. Prepare submissions outlining issues for discussion in consultation with line function, agencies and other stakeholders. Provide administrative and logistical support for negotiations of Bilateral Agreements and assistance in activities leading to signing of bilateral agreements. Provide assistance in activities related to tabling of Agreements in Parliament, safe keeping of all Bilateral Agreements and filing with Department of International Relations and Corporation (DIRCO). Administration of International Relations and other duties. Provide support for the Bi national Commissions (BNCs), Joint Commissions for Cooperation (JCCs) and other meetings. Manage Department's involvement in State visits, foreign Delegations' visits and International/National meetings dealing with international issues as received and compile reports. Make travel and accommodation arrangements. Provide assistance in preparing submissions and compiling country profiles. Represent the Department at Interdepartmental meetings coordinated by DIRCO, DTI and other National Departments. Make follow up on activities with foreign countries as well as line function to ensure progress- Responsible for updating of bilateral reports. Responsible for recording and filling of documents. Perform other ad-hoc tasks as required including protocol services on international engagements.

**ENQUIRIES**  
**NOTE**

- : Mr Themba Nkontwana Tel No: (012) 309 3157
- : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 10 March 2023

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

## MANAGEMENT ECHELON

**POST 07/187** : **DIRECTOR: WATER AND SANITATION SERVICES SUPPORT (X2 POSTS)**  
Branch: Provincial Coordination and International Cooperation: Free State / Western Cape

**SALARY CENTRE** : R1 105 383 per annum (Level 13), (all-inclusive package)  
: (Bloemfontein) Ref No: 100323/01 (X1 Post)  
: (Bellville) Ref No: 100323/02 (X1 Post)

**REQUIREMENTS** : An NQF level 7 qualification in Civil Engineering or Natural Science. Five (5) to ten (10) years of experience in Water Services Management Environment. Five (5) years must be at the middle/senior management level. Sound knowledge and competency in water and sanitation engineering. Extensive understanding of water and sanitation principles and engineering processes (e.g. water and wastewater). A valid unexpired driver's license. Knowledge in inter-governmental relations and water sector engagement. Knowledge and understanding in high-level stakeholder engagements. Knowledge in the implementation of capacity building through skills development in the water sector. Understanding of the public finance management act, public service

act, and public service regulations act. Knowledge of strategic planning resource allocation and human resource management. General management presentation, negotiation, communication, analytical and interpersonal skills. Knowledge of relevant Water Acts. The project, programme management, and monitoring skills. Strategic capability and leadership. Service delivery innovation (SDI). Excellent communication skills (verbal and written). Accountability and ethical conduct.

**DUTIES**

: Provide strategic leadership and business planning for the Directorate. Provide sound engineering and technical support for water and sanitation services. Promote a culture of innovation, engineering, and performance. Develops and implement a performance improvement suggestion scheme. Advises Top Management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the water and sanitation services outputs. Communicates effectively with stakeholders in the sector about the function of the section. Develop an operational plan for the section. Develop and manage the budget for the section. Develop the budget expenditure forecast on a quarterly basis for the section. Oversee the implementation of capacity building and skill development in the sector. Ensure the promotion of the Department sector support strategy. Promotion of CSO participation, gender, and appropriate technology initiatives. Oversee the coordination of educational programs on youth development. Rendering of technical support services. Provide technical and engineering support on all water and sanitation solutions of provincial operations. Understand and interpret water and sanitation reports, implement and monitor. Participate, coordinate, and provide guidance on service delivery interventions for water and sanitation services. Monitor project implementation processes. Project dashboard management on all projects. Monitoring of the implementation of the free basic services intervention. Promotion of inter-governmental relations. Oversee and ensure the promotion of all intergovernmental relations and IGR forums. Coordinated attendance and representation of the provincial meetings (Provincial Coordination Forums, District Forums, Municipal Forums) and develop reports and representation for such meetings. Promote sector collaboration within the regional office and within the regional office and within the water sector partners. Effective planning and support of the Water Sector. Provide planning and support for the water sector through the provision of technical and engineering support with RBIG, WSIG, IDP, WSDP, and MIG. Provide guidance and advice on technical and engineering operations and maintenance of water services infrastructure. Provide technical design analysis of water services as and when required. Provide support in the quality assurance of water services infrastructure development plans. Investigate the water and sanitation challenges in the province. Develop provincial and district water and sanitation master plans. Effective monitoring and evaluation of the Water Sector. Coordination and implementation of disaster management. To support the implementation of sanitation services. Provide strategic support to sanitation programs. Monitor the progress of strategic and operational purpose sanitation implementation. Provide support in the quality assurance of sanitation services infrastructure development plans. Facilitate the review of sanitation implementation guidelines, procedure manuals, and the handbook. Align various policies to enable the program to be delivered within targeted primary and secondary objectives. Provide technical design and analysis of water services as and when required

**ENQUIRIES**

: Bloemfontein: Dr T Ntuli Tel No: 051 405 9000  
Bellville: Ms NM Bila-Mupariwa Tel No: 021 941 6004

**APPLICATIONS**

: Free State (Bloemfontein) and Western Cape(Bellville): For purposes of response handling, please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, corner of Visagie and Bosman, Pretoria, 0001

**FOR ATTENTION**

: Planning, Recruitment and Selection Unit

## OTHER POSTS

- POST 07/188** : **ENGINEER PRODUCTION GRADE A -C (INFRASTRUCTURE DEVELOPMENT & MAINTENANCE) REF NO: 100323/03**  
Branch: Provincial Cooperation and International Coordination Mpumalanga  
Directorate: Water and Sanitation Services Support
- SALARY** : R750 693 - R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Mbombela  
: An Engineering Degree (B Eng/ BSc (Eng) in Civil / Mechanical Engineering qualification. Three (3) years post qualification engineering experience. Compulsory registration with the ECSA as a Professional Engineer. A valid and unexpired driver's license. Programme and project management. Knowledge and understanding of Government Procurement for Infrastructure projects. Engineering design and analysis knowledge. Research and development. Technical report writing. Team leadership, planning and organizing, and analytical skills. Financial, conflict, and people management skills. Computer literacy. Knowledge and understanding of Government legislation relevant to the Sector.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate, and maintain engineering projects. Ensure through evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice. Develop cost-effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Analyses and advices on the planning, design, construction, and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution, and discharge. Development of planning/operation models or decision support systems for water resource development/management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists, and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant.
- ENQUIRIES** : Ms Matiso M Tel No: 013-759 7330 Ms Mkhwanazi Tel No: 013 759 7515 / Ms PC Ngwamba Tel No: 013 759 7446 / Mr SG Nkosi Tel No: 013 759 7335
- APPLICATIONS** : Mpumalanga (Mbombela) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
- FOR ATTENTION** : Ms FM Mkhwanazi
- POST 07/189** : **ENGINEER PRODUCTION GRADE A – C (ELECTRICAL) REF NO: 100323/04**  
Branch: Infrastructure Management Head Office  
Sub-Directorate: Electrical
- SALARY** : R750 693 - R1 140 018 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office  
: An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired drivers license. Understanding of programme and project management. Knowledge of engineering design and analysis. Research and development. Computer aided engineering applications. Knowledge of legal compliance, technical and report writing. Decision making.
- DUTIES** : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure through evaluation that

- planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists and candidate engineers. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
- ENQUIRIES APPLICATIONS** : Mr. E Manhimanzi Tel No: 012 336 8621  
 : Pretoria (Head Office): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 07/190** : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 100323/05**  
 Branch: Provincial Coordination and International Corporation: Gauteng  
 Sub-Directorate: Water Sector Planning Support  
 Re-advertisement, applicants who have applied previously should re-apply)
- SALARY CENTRE REQUIREMENTS** : R517 725 per annum, (OSD)  
 : Gauteng  
 : A four (4) year Degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience in the water services infrastructure environment. A valid unexpired driver's license. Experience, competencies in dealing with municipal Integrated Development Plans (IDP's), Water, and Sanitation Development Plans (WSDPs). Knowledge of Legislation and Policies governing Water Supply and Sanitation. Experience in RBIG, WSIG, and MIG projects. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of Project Management. Problem-solving and analysis. 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. Accountability and Ethical Conduct. Valid driver's License. The ability and willingness to travel and work long hours where necessary. Supervision of staff.
- DUTIES** : Co-ordinate Provincial and Municipal Water & Sanitation Master plans. Ensure inputs into the development of Water Services Development Planning (WSDP); Integrated Development Plan (IDP) and Free Basic Water-and-Sanitation (FBW&S) within Gauteng Province. Ensure alignment of National and Provincial priorities within individual WSDP's and IDP's. Participate in Drafting of Water Supply and Sanitation Developmental Policies with regards to WSDP and FBW&S. Liaise with Municipalities, COGTA, SALGA and other stakeholders on the status of WSDP's and IDPs. Monitor implementation of RBIG and WSIG projects. Ensure alignment of RBIG, WSIG and MIG projects. Assist with RBIG and WSIG project scoping, review and reporting. Assist with monthly, quarterly and annual projects report. Assist relevant Control Engineering Technicians to monitor the implementation of WSDP and FBW&S at municipal level. Establish and maintain provincial relations with all stakeholders. Assist with coordination of contract management of water services projects. Administrate and update the applicable water-and-sanitation databases. Promote a culture of learning and exchange of information (Sector Advocacy).
- ENQUIRIES APPLICATIONS** : Mr. S Maphangula Tel No: 012 392 1511  
 : Gauteng: Please forward your application to quoting the relevant reference to: The Regional Head, Department of Water & Sanitation, Private Bag X 995, Pretoria 0001, or hand deliver at Reception, 15th Floor, Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001.
- FOR ATTENTION** : Mr G Mkafane
- POST 07/191** : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION GRADE A REF NO: 100323/07 (X2 POSTS)**  
 Branch: Infrastructure Management Head Office  
 Sub-Directorate: Resource Management Planning
- SALARY CENTRE REQUIREMENTS** : R420 318 per annum, (OSD)  
 : Pretoria Head Office  
 : A relevant Honours Degree in Environmental studies or related fields. Experience in any of the following fields will serve as an advantage: Water



Resources Management, Environmental Sciences, Environmental Law, Natural Resource Economics, Compliance Monitoring and Enforcement. Computer literacy. A valid unexpired driver's license. Working knowledge of the National Water Act, 1998 (Act No 36 of 1998) and related policies. Working knowledge of relevant Environmental Management legislation and related policies. Knowledge of Integrated Water Resources Management. Knowledge of PFMA and Treasury Regulations 16. Knowledge of Safety at Sport and Recreational Events Act. Knowledge of the Occupational Health and Safety Act. Ability to review technical and scientific reports and provide recommendations. Exposure to construction environmental management. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. Good communication, presentation, and networking skills. People management skills. Planning, organizing, conflict management, and change management. Excellent problem-solving and analysis. The ability to work independently, to interact with communities, Professional Service Providers (PSPs), and planning partners in the water sector. Willingness to travel extensively all over the country and work irregular hours.

**DUTIES** : Provide integrated environmental services towards the development, maintenance, rehabilitation, and refurbishment of bulk water infrastructure projects. This includes amongst others, the undertaking of environmental legislative screening investigations. Compilation of Environmental Management Programmes. Provide technical inputs to DWS environmental projects. Resolve social and ecological issues that arise during the construction, upgrading of infrastructure, and conducting environmental audits. Assist in developing and implementing of recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams for recreational purposes. Advise on applications for commercial recreational water use at state dams, especially with regard to PFMA and Treasury Regulation 16 requirements. Give support and guidance to the DWS Infrastructure Management cluster offices. Provide technical support to land use management within state dams. Evaluate and review scientific data in support of the compilation and implementation of the Resource Management Plans at state dams. Provide technical support to Cluster Offices on Public Private Partnership projects. Represent the Department in various fora including participation in the Project Coordination Committee /technical committee meetings for projects. Develop terms of reference and assist in the management of PSPs where required. Attend meetings and manage conflict among various stakeholders during the relocation and settlement negotiation process.

**ENQUIRIES** : Mr SP Nhlabathi Tel No: (012) 336 7592  
**APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Planning, Recruitment & Selection Unit

**POST 07/192** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 100323/06 (X4 POSTS)**  
 Chief Directorate: Internal Audit  
 Sub-Directorate: Compliance and Performance Audits

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's Degree at (NQF level 7) in Auditing/ Accounting. Five (5) years experience in Compliance and/or Performance Auditing. A valid and unexpired driver's license. IAT/Honours/ Certification in CIA or CA, Teammate Audit Management System, and experience in the water sector and/or the local government will be an added advantage. Generic Competencies: Planning and organizing. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. Operational, financial, and performance audits. Risk management and auditing practices. The Public Finance Management Act, Treasury Regulations

- and Generally Recognised Accounting Practice (GRAP). Effective use of Teammate audit management software. Willingness and ability to travel. Computer Literacy.
- DUTIES** : The successful candidate will perform the following duties: Identity, analyse risks, and provide inputs to the development of a draft three-year rolling strategic Internal Audit plan and annual internal audit plan for the unit. Plan, review and develop system description and audit programs. Execute and review audit assignments as per approved audit plan. Review findings and compile draft audit report.
- ENQUIRIES APPLICATIONS** : Ms. C. Makgalo Tel No: 012 336 8331  
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 07/193** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A -C REF NO: 100323/08**  
Branch: Provincial Coordination and International Cooperation: Free State
- SALARY CENTRE REQUIREMENTS** : R326 031 – R398 082 per annum, (OSD)  
: Bloemfontein  
: A National Diploma in Engineering or relevant qualification. Three (3) years post-qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid unexpired driver's license. Knowledge and understanding of the water sector relevant legislations (NWA and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures. Knowledge of project implementation and monitoring. Excellent communication skills including verbal, report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work beyond normal working hours, and ability to work under pressure and travel. Proven liaison and networking skills especially as they relate to corporative governance and stakeholders.
- DUTIES** : Perform duties in the Free State Region Office under the Directorate of Infrastructure Development and Maintenance, emphasizing management. Implementation, supervision, and monitoring of the Regional Bulk Infrastructure Grant (RBIG), Water Service Infrastructure Grant (WBIG), Municipal Infrastructure Grant (MIG), Buckets Eradication Programme (BEP), and other civil engineering projects. Manage and monitor projects contractually, financially, and technically. Ensure maintenance of general conditions of the contract (GCC) and the human settlement, planning, and design (Red Book) are required.
- ENQUIRIES APPLICATIONS** : Mr MJ Manyama Tel No: 051 405 9000  
: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to the Regional Head, Department of Water and Sanitation, Private Bag X528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Street, Bloem-Plaza Building Second Floor.
- FOR ATTENTION** : Ms L Wymers

**PROVINCIAL ADMINISTRATION: EASTERN CAPE**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.*

- APPLICATIONS** : Applications Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And, addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer.
- FOR ATTENTION** : Ms N. Gemby
- CLOSING DATE** : 10 March 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; an evaluation certificate must accompany it from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered. No Faxed, No Hand Delivered, No E-mailed applications will be accepted.

## MANAGEMENT ECHELON

<b><u>POST 07/194</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 01/02/2023</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Bhisho Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate plus Bachelor's Degree (NQF level 7) in Finance/Supply Chain Management/Auditing or relevant qualification. Five (5) years' experience at middle management level at Supply Chain Management environment. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Drivers' License. Competencies: Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).
<b><u>DUTIES</u></b>	:	Lead the development of supply chain policies and procedures. Guide review of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Management of the bidding processes. Ensure bid compliance to procurement policies and PFMA. Review and evaluate statistic on bids awarded. Application of demand and acquisition management. Monitoring the development of the procurement plan. Ensure invitation, evaluation, and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Development of project plan to mitigate risks. Identify staff capacity needs and ensure training and development interventions. Manage directorate's budget in line with the strategic objectives of the department. Delegate functions to staff based on individual potential and provide necessary guidance and support. Ensure timeous development of the job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>

## OTHER POSTS

<b><u>POST 07/195</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING REF NO: COGTA: 02/02/2023</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R766 584 –R903 006 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, plus an undergraduate qualification (NQF Level 6/7) in Administration (Public Administration) or B Degree in Industrial Psychology or B Degree in Human Resource Management and three to five years' experience in the human resource planning field at an Assistant Director level/Junior Management level. Computer Literacy with an excellent understanding of windows, (Ms Word, Excel, Outlook and PowerPoint). Valid driver's license code 08 (EB).Competencies: Applied strategic thinking. Interpersonal conflict and resolving problems. Team leadership. Project management. Citizen's focus and responsiveness. Budget and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis.
<b><u>DUTIES</u></b>	:	Design and implement change management initiatives. Provide-customer relations and frontline improvement services. Facilitate and coordinate the implementation of services delivery improvement programmes and interventions. Manage development/review of the integrated Human Resource Plan and monitor implementation. Manage Employment Equity. Manage development/review of Human Resource policies and monitor implementation thereof. Manage the allocated resources of the sub-directorate in line with the legislative and departmental policy directives and comply with the corporate governance and planning imperatives.

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

**POST 07/196** : **DEPUTY DIRECTOR: REAL MANAGEMENT (PAYMENTS AND BOOKKEEPING) REF NO: COGTA: 03/02/2023**  
(Re-Advertisement)

**SALARY CENTRE REQUIREMENTS** : R766 584 – R903 006 per annum (Level 11)  
: Bhisho Head Office  
: National Senior Certificate plus, Three years Degree / Diploma (NQF Level 6\7) Accounting/ Financial Administration/ Economics/ Financial Management/Auditing. 3-5 years 'experience as Assistant Director or equivalent rank in General Payments and Financial Control environment, or Finance. Computer Literacy Programmes: Computer skills (Knowledge of Ms Word, Excel, PowerPoint Access) Knowledge of BAS System and LOGIS for processing and extracts reports, for clearing PMG Account. Driver's licence (Added advantage), Attended BAS, LOGIS, PERSAL courses and training. Competencies Required: Team work. Good Communication skills. Report and Presentation skills. Interpersonal Skills. Leadership and Project Management Skills. Strong Analytical skills.

**DUTIES** : Management, control and see to it that financial control services are fully functional in the Department, Bookkeeping and bank reconciliation sections are up and running and are performing efficiently and effectively. Clearance of PMG account and follow up/investigation for clearing other accounts and see to it that necessary journals are processed and authorised. 2. Management of general payments section and ensure that payment of supplier's/service providers is made within 30 days after receipt of an invoice in compliance with TR 8.2.3 and Sec 38(1) (f) of the PFMA 3. Management for revenue collected, receipted, and deposited into our PMG account and see to it that it is being paid over to Provincial Revenue Fund on a monthly basis, as prescribed by PFMA Sec. 21(2) & 22(1) read with Treasury Regulation 15.3.1-2 4. Attend and prompt reply to Audit Queries of all Sections such as payment office and financial control office under your supervision. 5. Supervision of staff reporting to me by developing them through training and give guidance in terms of work-related matters. 6. Management of staff, attendance register, ledger accounts and PERSAL exceptions and inform offices concerned for their clearance before month & year end is performed. 7. Management of PMDS for staff in the unit

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

**POST 07/197** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: COGTA 05/02/2023**  
(Re-Advertisement)

**SALARY CENTRE REQUIREMENTS** : R393 711 – R463 764 per annum (Level 09)  
: Bhisho Head Office  
: Senior Certificate plus, a three year 's Degree/Diploma (NQF 6/7) in Finance/ Public Administration with 3- 5 years' experience at a supervisory level in Demand Management under Supply Chain Management. Microsoft PowerPoint Suit (Excel, Word and PowerPoint). Valid Driving License Code 08. Competencies Required: Knowledge of Specification committee duties, report writing and communication skills. Computer literacy. Ability to work effectively with officials across all levels within the Department. Good team work. Management skills. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and e-mail etiquette. Knowledge and understanding of the Constitution, PFMA, PPPFA, BBBEE and all applicable Legislations as well as applying them in the work environment. Knowledge of the bidding process. Good financial Management & presentation skills. Experience in Demand Management processes.

**DUTIES** : The incumbent will be responsible for the following: Track all movements of Specifications and Terms of Reference submissions. Facilitate sittings of Bid Committees. Provide secretariat support to the Bid Committee. Provide technical assistance to cost centres to promote sound financial management. Draw reports, interpret financial data and present to immediate supervisor/s in preparation for management meetings Prepare monthly and quarterly demand management reports. Establish needs analysis. Perform market analysis for

- benchmarked price. Establish procurement plans for the Department. Ensure required quantity and specifications are correctly determined. Assist in management of monitoring of budget and personnel. Assist in gathering information and responding to audit queries. Willing to work irregular hours.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 07/198** : **SENIOR ADMIN OFFICER: DALINDYEBO REGION REF NO: COGTA 06/02/2023**
- SALARY CENTRE REQUIREMENTS** : R331 188 – R390 129 per annum (Level 08)  
: Dalinyebo Region  
: National Senior certificate, plus an Undergraduate qualification (NQF level 6) in Public Administration/ Management/ Social Science. Two years' experience at supervisory level in the relevant field. Computer Literacy. Code 08 drivers' license a must.
- DUTIES** : Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Ensure efficient delivery of support to Traditional Leaders in the district offices.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 07/199** : **PERSONAL ASSISTANT: QAUKENI KINGDOM REF NO: COGTA: 07/02/2023**  
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R261 372 - R307 890 per annum (Level 07)  
: Qaukeni Kingdom  
: National Senior certificate, plus an Undergraduate qualification (NQF level 6) in Office Administration/Public Administration/Social Science/Finance or Accounting. One to two years' experience the relevant environment. Computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage. Driver's license is compulsory.
- DUTIES** : Ensure the smooth functioning of the office. Always ensure safekeeping of records. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary and provide logistical arrangements as and when required. Monitor the servicing of the king's vehicle and the management of the Logbook. Ensure that the offices in the kingdom are always clean. Liaise and communicate with other staff responsible for supporting.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 07/200** : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA 08/02/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 – R213 912 per annum (Level 05)  
: Bhisho Head Office  
: National Senior Certificate, plus National Diploma (NQF Level 6) in Human Resource Management /Public Management / Management and Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.
- DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process, secondments. Facilitate that reference checks for interviewed candidates are conducted prior assumption of duty. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre-employment screening forms), Acting appointments, Transfer, Relocation, Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.

- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 07/201** : **SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA 09/02/2023 (X5 POSTS)**
- SALARY CENTRE** : R181 599 – R213 912 per annum (Level 05)  
: Dalindyebo Region (X2 Posts)  
: Qaukeni Region (X3 Posts)
- REQUIREMENTS** : Matric Certificate, Computer Literacy. Undergraduate Qualification (NQF 6) will be an added advantage.
- DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cashbook. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 07/202** : **STENOGRAPHER: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 10/02/2023**
- SALARY CENTRE** : R181 599 – R213 912 per annum (Level 05)  
: Bhisho Head Office
- REQUIREMENTS** : National Senior Certificate, plus National Diploma (NQF Level 6) in Public Relations/Public Administration. Three (3) years' work-related experience. Computer literacy: Ms. Word, Ms. PowerPoint, Excel, email, and Internet. Code 8 Drivers' licence. Competencies: Accurate data recording skills. Secrecy and Confidential skills.
- DUTIES** : To accurately record and transcribe all proceedings of House sittings, Exco meetings and Chair of Chairs Committee meetings. To provide accurate minutes or reports of such proceedings. Ensure that all documents and deliberations of House sittings, Exco or Chair of Chairs are kept safe and in confidential manner at all times. To develop resolution register from House sittings, Exco meetings and Chair of Chairs Committee meetings. To keep track of progress on resolutions taken from House sittings, Exco meetings and Chair of Chairs Committee sittings and provide continuous update to the supervisor or management. Perform other duties that may be assigned to him/her in relation to coordination of House events.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 07/203** : **RECEPTIONIST: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 11/02/2023**  
(Re-Advertisement)
- SALARY CENTRE** : R181 599 – R213 912 per annum (Level 05)  
: Bhisho Head Office
- REQUIREMENTS** : National Senior Certificate. One (1) year reception related experience. Computer Literacy: MS Word, MS Office, Email, Excel, PowerPoint and Internet. Valid EB (Code 08 drivers' licence will be an added advantage. Competencies: Customer service skills. Organisational skills.
- DUTIES** : Answering, screening phone calls and refer to relevant offices. Receive and attend to clients visiting the institution and direct clients to relevant office. Will be responsible for correspondence management of institution. Perform clerical duties such as photocopying, faxing, documents, maintain reception equipment and malfunctions. Provide necessary administrative support when required.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080

e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 07/204** : **SENIOR ADMIN CLERK: AUXILIARY SERVICES REF NO: COGTA 12/02/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 – R213 912 per annum (Level 05)  
: Bhisho Head Office  
: National Senior Certificate. (NQF Level 6/7) in the relevant field will be an added advantage. 1 to 2 years work experience in the in facilities management and telecommunication field will be an added advantage. Computer Literacy: MS Word, Excel, PowerPoint and Outlook. Valid EB (Code 08 drivers' licence. Competencies: To be able to work under pressure, unsupervised and after hours.

**DUTIES** : Perform administration duties for telecommunication. Facilitate and monitor cleanliness in the department. Monitor office accommodation. Facilitate maintenance of buildings

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

**POST 07/205** : **SENIOR ADMIN CLERK: PROCUREMENT ADMINISTRATION REF NO: COGTA 13/02/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 – R213 912 per annum (Level 05)  
: Bhisho Head Office  
: National Senior Certificate. Bachelor's degree / National Diploma (NQF Level 6/7) in Supply Chain Management/equivalent Finance related qualification or minimum of two (2) years' experience in Supply Chain Management will be an added advantage. Computer Literacy: Microsoft Power Suit (Excel, Word, and PowerPoint). LOGIS knowledge will be an added advantage. Valid EB (Code 08 drivers' licence. Competencies: Demonstrative computer literacy (word processing, spreadsheets, presentations), understanding of SCM related Prescripts, basic numeracy, analytical thinking, problem solving skills, organising and time management. Ability to work effectively with officials across all levels within the Department, Good teamwork, excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and email etiquette.

**DUTIES** : Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Reconcile manual orders to LOGIS whenever necessary. Provide technical assistance to cost centres, SCM and Finance. Draw report and interpret financial data. Create contract information and link to ICN and supplier number. Willing to work irregular hours.

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

**POST 07/206** : **MESSANGER DRIVER: CHAIRPERSON OF THE HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 14/02/2023**  
(Re-Advertisement)

**SALARY CENTRE REQUIREMENTS** : R128 166 – R150 975 per annum (Level 03)  
: Bhisho Head Office  
: Abet Level 4 or (NQF Level 1-3). Valid B drivers' licence. Competencies: Excellent driving skills, good interpersonal skills and basic communication skills. Knowledge of transport regulations. Proven client focus and orientation. Sound interpersonal skills. Extensive travelling and willing to work extended hours, weekends and public holidays are essential.

**DUTIES** : Provide transportation of the Chairperson to official destinations. Liaise with the office of the Chairperson to ensure that the Chairperson arrive on time on his official meetings. Perform daily and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Report incident and accidents to the vehicle timeously. Maintain log book for official trips on daily basis.

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



## OFFICE OF THE PREMIER

- APPLICATIONS** : Applicants can apply using eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- CLOSING DATE** : 10 March 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted (only when shortlisted). Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants: Applications received after closing date will not be considered. No faxed applications will be accepted, No hand delivered applications will be allowed.

## MANAGEMENT ECHELON

- POST 07/207** : **DIRECTOR: ECONOMY, TRADE AND INVESTMENT REF NO: OTP 01/02/2022**  
(Re-advertisement – those applied previously are encouraged to re-apply)
- SALARY** : R1 105 383 per annum (Level 13)
- CENTRE** : Head Office: Bhisho
- REQUIREMENTS** : National Senior Certificate: B-Degree or B-Tech (NQF Level 7 recognised by SAQA undergraduate in Economics / Development Economics/ Finance /

Business Admin or related field. An additional post graduate qualification Public Management / Public Management will be an added advantage. 5 years' experience in Middle Management Services in the development planning, policy development and research environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Sound insight into the South African and global economy. In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management, Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, Advanced knowledge of policy analysis, policy development and policy implementation and review processes, Advanced knowledge of modern systems of governance and administration, Advanced knowledge of public communication, public education, public engagement and discourse management processes, Knowledge of the latest advances in public management theory and practice, Knowledge of the policies of the government of the day, Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector, Knowledge of inter-governmental and international relations, Knowledge of communication, media management, public relations, public participation and public education. Key Competencies: -Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management. Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning, Programme management, financial management skills. Practical experience in the development of policies and high-level policy implementation skills. Insight into the South African and global economy Public Administration /Management or Development Studies or any relevant degree in Social Sciences/Humanities/ Economics/ Development Economics).

**DUTIES**

: Render strategic policy advisory services on economic development, trade and investment in the province: Co-ordinate and support all relevant Institutions in the Province on economic development, trade and investment. Provide strategic advice on all matters pertaining to economy, trade and investment in the province and for the benefit of the Province. Facilitate the positioning of the Eastern Cape as an investment destination and promote collaborations that will foster international trade partnerships with the Province. Co-ordinate advocacy on trade and investment in the Province: in collaboration with relevant partners, facilitate establishment of platforms for comprehensive briefings to South African Heads of Diplomatic Missions and Trade Attachés on the strengths of the Eastern Cape as a destination for FDI, tourism and export opportunities prior to their departure for posting abroad. Facilitate capacity building international trade and investment for all Provincial Government institutions to promote conducive trade and investment environment across the province. Facilitate establishment of relations with Trade/Investment Attachés of all major economic hubs that are prioritised in the Provincial International Relations and Cooperation Strategy. Identify opportunities for the Eastern Cape to receive exposure in influential international publications and audiences. Ensure strategic positioning of the Eastern Cape in DIRCO, DTIC, Brand SA and other relevant institutions to ensure that the Eastern Cape participates in outward trade and investment missions and further hosts inward trade, investment, and tourism missions/exhibitions. Ensure the provision of economic development policy analysis and research support to Economic Advisors in the Province: Create a repository of accurate, reliable socio-economic data on investment opportunities, incentives and regulatory framework which could be customised into a pitch for responding to investor enquiries. Facilitate capacity building programmes and support to +departments, district municipalities, metros and public entities on economic development, trade and investment policy development processes. Co-ordinate relevant role players, economic sector advisory councils and working groups. Establish economic advisory councils and working groups. Revise and reconstruct the economic development

councils and propose revised structure and terms of reference. Develop an annual calendar of meetings and events. Provide secretariat support to the platforms. Facilitate development and implementation of an annual calendar of international investment, trade and tourism events at which the Eastern Cape will showcase its comparative and competitive advantages and its cultural heritage as a vehicle for building its brand abroad. Foster and manage collaboration with relevant role players including DEDEAT, ECDC, ELIDZ, COEGA IDZ, the ECPTA, metropolitan and district municipalities, etc, in ensuring mainstreaming of trade and investment in all twinning arrangements with international partners. Facilitate development and implementation of an annual calendar of international investment, trade and tourism events at which the Eastern Cape will showcase its comparative and competitive advantages and its cultural heritage as a vehicle for building its brand abroad. Track and monitor implementation of the Provincial economic development priorities and flagship projects. Conduct an analysis and validation of Economic Development Flagship projects. Assess and develop status progress reports on the implementation of the Economic Development Flagship projects. Present the Economic Development Flagship projects to decision making platforms. Monitor implementation of resolutions of economic advisory structures and platforms. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES**

: can be directed to: Ms. N. Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059.

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

: For: Provincial Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post To The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605. The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) and not as specified – your application will be regarded as lost and will not be considered.

**CLOSING DATE**  
**NOTE**

: 10 March 2023  
: Applications must be submitted on the Z83 and a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Certified copies of qualifications will be requested to Shortlisted candidates. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in

compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

#### **OTHER POST**

<b><u>POST 07/208</u></b>	:	<b><u>SOCIAL WORK MANAGER (PEOPLE WITH DISABILITY) GRADE 1</u></b>
<b><u>SALARY</u></b>	:	R831 015 annum, (an all – inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office (KWT)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Grade 12 plus B Degree in Social Work (NQF level 7). A minimum of 10 year's appropriate experience in Social Work practice and registration with the SACSSP (a latest copy of registration will be required on shortlisted candidates). A five years' experience on supervision and management. A driver's license is a prerequisite. Competencies: Expert knowledge of the Mental Health Act no 17 of 2002, UN Standard Rules on the Equalization of Opportunities for Persons with Disabilities, UN Convention on the Rights of People with Disabilities, UN Comprehensive and Integral International Convention on the Protection and Promotion of the Rights and Dignity of Persons with Disabilities, World Programme of Action Concerning Disabled Persons, South African Disability Human Rights Charter White Paper no 6 Special Needs Education Building an inclusive Education and Training System 2001, White Paper on Integrated National Disability Strategy, White Paper on the Rights of Persons with Disabilities 2015, Plan of Action on the African Decade for Disabled People, Social Assistance Act 59 of 1992, Policy on Disability, Policy on Transformation and Management of Protective Workshops, Policy on Community Based Rehabilitation Services, Children's Act 38, 2005 as amended, Older Person's Act 13, 2006, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008. Experience in working with Persons with disabilities and Strategic planning skills. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills, research work and community development.
<b><u>DUTIES</u></b>	:	Provide strategic leadership to the Directorate through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Develop and strengthen relationships with the NGO and Government sectors within the Disability Sector. Ensure alignment of plans and budgets. Manage the finances of the Sub- programmes for Services to Persons with disabilities in line with the Public Finance Management Act. Analyze policies and develop programmes for the management of Services to Persons with disabilities. Coordinate other departments and civil society for integrated services and programmes for Persons with disabilities in residential and non- residential facilities (Protective Workshops and Community Based Rehabilitation Services (CBR). Provide a social work service of the highest, most advanced and specialized nature within defined area(s) of specialization with regard to the care, support, protection, economic empowerment and skills development of Persons with disabilities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110 E-Recruitment Technical Enquiries: <a href="mailto:zukisa.moyeni@ecdsd.gov.za">zukisa.moyeni@ecdsd.gov.za</a>

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM: Tshwane District Health Services:** Kindly note that the post of Professional Nurse (PHC mental health CCPT): Directorate: Mental Health Program with Ref No: TDHS/A/2023/14 was advertised to be in Public Service Vacancy Circular 06 of 2023, posting date 17 February 20223. The number of posts is seven (7). And kindly note that the post of Occupational Therapy Technician: Directorate: Mental Health Program with Ref No: TDHS/A/2023/16 was advertised to be in Public Service Vacancy Circular 06 of 2023, posting date 17 February 20223. The number of posts is two (2). **Kopanong Hospital:** kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 06 with Ref No: 06/2023 and Ref No: 07/2023 both dated 17 February 2023. The Note has been amended as follows; NOTE: Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV Only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. The closing date has been extended to 10 March 2023

**OTHER POSTS**

<b><u>POST 07/209</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: HRM/2022/51</u></b> Directorate: Psychiatry (Re-Advertisement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R1 156 308 - R1 227 255 per annum Mamelodi Regional Hospital National senior certificate plus MBCh / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty.
<b><u>DUTIES</u></b>	:	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr EB Mankge Tel No: (012) 841 8305 Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122 or hand delivery to: Human Resource Office, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	HR Manager. Mr MH Hlophe Tel No: (012) 841 8329 Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV (only). Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<b><u>CLOSING DATE</u></b>	:	17 March 2023

- POST 07/210** : **REGISTRAR (MEDICAL) REF NO: SBAH 0018/2023 (X3 POSTS)**  
 Directorate: Obstetrics and Gynaecology
- SALARY** : R858 528 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB or equivalent degree.  
**DUTIES** : The successful candidate will work in the in the Department of Obstetrics and Gynaecology and rotate at the hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
- ENQUIRIES** : Prof. P Soma-Pillay Tel No: 012 354 2366  
**APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 March 2023
- POST 07/211** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016317 (X1 POST)**  
 Directorate: Psychiatry
- SALARY** : R858 528 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Appropriate qualification which allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. No experience required.
- DUTIES** : Clinical assessment, history taking, mental state examination, physical examination and management of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participates in ward/department admin and maintains ward records. Commitment to providing emergency care. Highest level of ethics, professionalism and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption. The incumbent will be expected to interview, investigate, diagnose, and initiated treatment of patients in the department. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr Talatala Tel No: 011 933 9239  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- 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](http://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, service certificate and other relevant documents on application but must submit

a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 10 March 2023
- POST 07/212** : **OPERATIONAL MANAGER (SPECIALTY UNIT) PNB 3 CRITICAL CARE**  
**REF NO: JUB 10/2023**  
Directorate: Nursing
- SALARY** : R588 378 – R662 220 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Grade 12 (Matric) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows for registration with the SANC as Professional Nurse plus post basic qualification with the duration of at least one year in diploma in medical and surgical nursing science in critical care- general. Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC as the professional nurse in general nursing and midwifery. At least 5 years of the period referred to above must be appropriate /recognisable experience in the specific speciality units (Critical Care Unit General) after obtaining the 1 year post basic qualification in the relevant speciality. Diploma/Degree in management will be added advantage. Registration with SANC. Other Skills: willingness to work shifts, public holidays, after hours, standby and weekends. Ability to act for another nurse managers including night shift supervisors.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Ensure clinical nursing practice by the Nursing team (unit) in accordance with the scope of practice and nursing standard as determined by the hospital. Demonstrate understanding and knowledge of relevant health information to health care users to assist in achieving optional quality health care, goals and objective including rehabilitation of patients. Maintain constructive working relationship with nursing and other stake holders. Participate in the analysis, formulation of and implementation of the nursing guidelines, protocols, standards operating procedures. Practice norms and standards. Maintain professional growth /ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial policies, and practices.
- ENQUIRIES** : Ms Aphane KJ Tel No: (012) 717 9300
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity

Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 10 March 2023 at 15:00

**POST 07/213** : **ASSISTANT MANAGER NURSING (NIGHT) REF NO: JUB 13/2023 (X2 POSTS)**

Directorate: Nursing

**SALARY** : R588 378 – R662 220 per annum

**CENTRE** : Jubilee District Hospital

**REQUIREMENTS** : Basic R425 Qualification (diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. 3 years management experience as operational Manager. Registration with SANC as a professional nurse. Possess a degree/diploma in nursing management and education. Have a good problem-solving skill, decision making skills and interpersonal skills. Compulsory service certificate.

**DUTIES** : Supervise and evaluate quality of nursing as directed by professional scope of practice and self -nursing standard within a professional framework. Implement nursing legislation related framework and Ethnical nursing practices. Manage resources effectively and efficiently in the hospital, compile and analyses reports to improve quality patientcare. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve supervisors when required. Supervise the hospital activities as a night supervisor. Display a concern of patients, promoting, advocating, and facilitating proper treatment care and ensuring that the units adhere to the principles of BATHO-PELE. Demonstrate an in - depth understanding of nursing legislation and related legal and ethnical nursing practices and how these impacts on service delivery. Ensure clinical nursing practice and nursing standard as determined by the hospital. Demonstrate basic understanding of HR and financial policies and practices. Able to develop contacts, built and maintain a network of professional relations to enhance service delivery. Able to manage own work, time and that of junior colleagues to ensure proper nursing in the unit.

**ENQUIRIES** : Ms Aphane KJ Tel No: (012) 717 9300

**APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 10 March 2023 Time: 15:00

**POST 07/214** : **OCCUPATIONAL THERAPIST - GRADE 1 – CHIEF SUPERVISORY REF NO: HRM: 04/23**

Directorate: Occupational Therapist

**SALARY** : R487 305 per annum, (plus benefits)

**CENTRE** : Sterkfontein Hospital



- REQUIREMENTS** : Relevant diploma or Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist: Independent practice. A Post graduate qualification – diploma or degree in Mental Health or Vocational Rehabilitation will be an advantage, or appropriate experience in Mental Health. A minimum of five years' work experience post community-service. Experience within the forensic setting and longer stay Mental Health Care users and appropriate programs will be an advantage. Must be computer literate.
- DUTIES** : Render an Occupational Therapy service in allocated areas of work (forensic and long stay patients) that complies with the standards and norms as indicated by Health Policies. This service will include the comprehensive assessment and treatment of identified users (inclusive of observandi) with efficient recordkeeping to ensure effective quality service delivery. Human resource management of Occupational therapists and OTTs. Participation in the QA process and implementation of quality improvement projects and risk management. Training and development of the OT staff. Supervise allocated students. Be responsible for therapeutic and/ income generating projects in area of work. Good management and leadership qualities will be required. Working well within the MDT. Act on behalf of the OT Manager when requested.
- ENQUIRIES** : Ms. L.R. Hendricks Tel No: (011) 951 8364
- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)), accompanied by a detailed CV with atleast two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 10 March 2023 at 12H00
- POST 07/215** : **CHIEF DIETITIAN REF NO: REFS/016318 (X1 POST)**  
Directorate: Dietetics
- SALARY** : R487 305 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital: Dietetics Department
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration as a Dietitian with Independent Practitioner status. A minimum of three years' experience after the completion of community service. Knowledge requirements: knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of Clinical Dietetics theory, practices and ethics. Competency requirements: Communication skills, report writing skills, decision making skills, computer literacy (MS Word, MS Excel, PowerPoint etc.), planning and organizational skills, networking and liaison skills, expert Dietetic clinical skills, research skills, analytical skills, presentation skills, human resource management skills and financial management skills. The ability to work under pressure and cope with a high-volume workload, that might sometimes require working more than the core hours (stand-by duty after hours/public holidays).The following will be added advantages: A minimum of two years' experience in a Tertiary Academic Hospital (post community service year). A minimum of one year experience (post community service year) in the field of paediatric Dietetics.
- DUTIES** : Manage, plan, coordinate, implement and report on Dietetic services in allocated work section. Render an experienced and specialized Dietetic service in the department. Develop Standard Operating Procedures (SOPs) in line with the National and Provincial Strategies. Provide input in the development of national/provincial guidelines, protocols and policies. Become a committee

member of any delegated committee within the hospital/provincial/national. Monitor the implementation of guidelines, protocols and SOPs. Contribute to the departmental planning, budgeting, monitoring and evaluation processes. Monitor the proper utilization of allocated financial, human and physical resources. Attend relevant meetings and assume relevant functions on behalf of the Dietetics Head of Department (H.O.D) or as delegated. Participate in planning and delivering CPD programs, within the hospital/provincially. Supervise and manage the performance of allocated staff, through the development of job descriptions and employee performance agreement and development plans (EPMDS). Participate in the supervision and training of Dietetic 4th year students. Implement and monitor Quality Assurance through carrying out audits, developing and implementing quality improvement plans, and collating and analysing statistics. Contribute to the development of the Dietetics Department and the Dietetics profession by promoting and carrying out research and other projects in own work area. Coordinate and ensure the promotion and marketing of Dietetics services in the hospital and community. To evaluate and ensure that the therapeutic menu complies with quality standards (including all aspects of planning, analysis, production and portioning) in conjunction with the Food service Manager. Adhere to and implement all relevant policies, procedures, standards and legislation.

**ENQUIRIES  
APPLICATIONS**

: Ms. Neo Mongoegei Tel No: 011 933 8685  
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**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](http://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). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 10 March 2023

<b><u>POST 07/216</u></b>	:	<p><b><u>PNB 1- 2 PROFESSIONAL NURSE SPECIALTY REF NO: REFS/KPTH/02/2023 (X8 POSTS)</u></b></p> <p>Directorate: Nursing Services          Departments: Theatre, Advanced Midwifery, Child Nursing Science/Critical Care and Neonatology, and Orthopaedics</p>
<b><u>SALARY</u></b>	:	<p>Grade D 1: R400 644 – R464 466 per annum, (plus benefits), Grading According to OSD policy.          Grade D 2: R492 756 - R606 042 per annum, (plus benefits), Grading According to OSD policy.</p>
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Kalafong Provincial Tertiary Hospital</p> <p>Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year in the specialized area mentioned above. Current (2023) SANC receipt. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. (Ability to work independently and to take decision in the specialized area. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted) Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.</p>
<b><u>DUTIES</u></b>	:	<p>Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Participate in training and research. Provision of support on nursing services. Perform a clinical nursing practice in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Ms. K.A Kelembe Tel No: (012) 318-6622</p> <p>must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.</p>
<b><u>APPLICATIONS</u></b>	:	<p>Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new amended Z83 form accompanied by a Curriculum Vitae (CV) only that highlighting or stating the requirements mentioned above, and applicants must indicate the post reference number on their applications. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Qualifications of candidates recommended for appointment will be verified. Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.</p>
<b><u>CLOSING DATE</u></b>	:	<p>10 March 2023</p>

**POST 07/217** : **PROFESSIONAL NURSE PNB1 REF NO: RMMCH01/2023**  
 Directorate: Theatre

**SALARY** : R400 644 – R 464 466 per annum, (all-inclusive package)  
**CENTRE** : Rahima Moosa Mother and Child Hospital  
**REQUIREMENTS** : A 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 plus a post basic qualification in Theatre Technique. Current registration with SANC. A Minimum of 4 years appropriate / recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. Theatre experience will be an advantage. Good communication skills, verbal and written. Understanding of National Core Standards, able to work under pressure. Must be able to maintain respect and dignity of patients and relatives.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional and legal framework. Effective utilisation of resources. Participation in training and research. Provisioning of Support to Nursing Services. Maintain professional growth/ethical standards and self-development, and always lead by example. Promotion of a scientific, high quality nursing care that is cost effective and efficient.

**ENQUIRIES** : Matron L Rose Tel No: 011 470 9033 / 9030  
**APPLICATIONS** : Hardcopy applications must be forwarded to Rahima Moosa Mother and Child Hospital, Admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville or be posted to Private Bag X20, Newclare 2112.

**NOTE** : Applications must be submitted on a duly completed new Z83 form. The Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 form must be fully completed (please refer to the left side of the Z83 special notes for clarity), it must be initialled and signed. According to the 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 form and a detailed CV. The CV should be recently updated and specifies the following: All experiences should be in a chronological order indicating the position, institution, and respective dates, indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with that of the CV. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from HR. Failure to submit any of the requested documents will result in the application not being considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Checks (PSC) – verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal record checks as well as a credit/financial stability check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.

**CLOSING DATE** : 17 March 2023

**POST 07/218** : **PROFESSIONAL NURSE PNB1 REF NO: RMMCH02/2023**  
 Directorate: TSSU (Theatre Supply Sterilisation Unit)

**SALARY** : R400 644 – R464 466 per annum, (all-inclusive package)  
**CENTRE** : Rahima Moosa Mother and Child Hospital  
**REQUIREMENTS** : A 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 plus a post basic qualification in Theatre Technique. Current registration with SANC. A Minimum of 4 years appropriate / recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. Theatre experience and sterilisation skills will be an advantage. Good communication skills, verbal and written. Be able to work under pressure. Must be able to maintain respect and dignity of patients and relatives.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional and legal framework. Effective utilisation of resources. Participation in training and research. Provisioning of Support to Nursing Services. Maintain professional growth/ethical standards and self-development, and always lead by example. Promotion of a scientific, high quality nursing care that is cost effective and efficient.
- ENQUIRIES APPLICATIONS** : Matron L Rose Tel No: 011 470 9033 / 9030  
: Hardcopy applications must be forwarded to Rahima Moosa Mother and Child Hospital, Admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville or be posted to Private Bag X20, Newclare 2112.
- NOTE** : Applications must be submitted on a duly completed new Z83 form. The Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 form must be fully completed (please refer to the left side of the Z83 special notes for clarity), it must be initialled and signed. According to the 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 form and a detailed CV. The CV should be recently updated and specifies the following: All experiences should be in a chronological order indicating the position, institution, and respective dates, indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with that of the CV. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from HR. Failure to submit any of the requested documents will result in the application not being considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Checks (PSC) – verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal record checks as well as a credit/financial stability check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 17 March 2023
- POST 07/219** : **CLINICAL TECHNOLOGIST REF NO: SBAH 0019/2023 (X1 POST)**  
Directorate: Cardiology
- SALARY CENTRE REQUIREMENTS** : R332 427 per annum, plus benefit  
: Steve Biko Academic Hospital  
: B-Tech Clinical Technology: Cardiology degree or equivalent qualification. Registration with the Health Professional Council of South Africa as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be an Independent / Private Practice Practitioner. Professional person with integrity and ability to perform well under pressure. Self-driven, good communication, presentation and interpersonal skills.
- DUTIES** : Clinical service rendering in a multi-disciplinary Cardiology team. After-hours emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies, ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
- ENQUIRIES APPLICATIONS** : Prof A Sarkin Tel No: 012 354 2277  
: Applications must be submitted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose

appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 10 March 2023
- POST 07/220** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: JUB 08/2023**  
Directorate: Therapeutic and Medical Support Services
- SALARY** : R332 427 - R378 318 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : National Senior Certificate, Degree in Occupational Therapy. Appropriate clinical experience in the field of Occupational Therapy in all areas, current year registration with HPCSA as an occupational therapist is compulsory. Must have registered as an independent practitioner. Have completed community service. Good communication and computer skills, ability to work in multidisciplinary team.
- DUTIES** : Rendering comprehensive Occupational Therapy production services in the field of adult physical, paediatric, and mental health conditions assist in the management of all resources in the allocated subsections. Implement sectional and provincial quality assurance measures, administrative and management in the designated area. Participate in the formulation and review of strategies in allocated area of work. Participate in continuous professional development of self, colleagues, and students. Perform record keeping and data collection.
- ENQUIRIES** : Mr Madavha MP Tel No: (012) 717 9382  
**APPLICATIONS** : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 10 March 2023 at 15:00
- POST 07/221** : **PHYSIOTHERAPIST GRADE 1 REF NO: JUB 09/2023**  
Directorate: Therapeutic Services
- SALARY** : R332 427 – R378 318 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : National Senior Certificate, a degree in physiotherapy. Registration certificate as independent practitioner with the HPCSA and current registration with HPCSA.
- DUTIES** : To provide efficient, effective and accessible quality patient care services. Treat patients and staff in a courteous, respectful, caring, and professional manner. To participate in continuous professional development. To promote and improve healthy lifestyle and health education through awareness campaign. To liaise with other members of the inter-disciplinary team. To perform and complete administrative functions including data compilation and monthly reports submission. Assist with conducting required audits including self-assessment. Assist with coordination of and provisioning of assistive technologies. Have sound knowledge of public service acts, regulations and policies. Be able to communicate effectively.
- ENQUIRIES** : Mr Letsoalo MT Tel No: (012) 717 9319  
**APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted

candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

- CLOSING DATE** : 10 march 2023 at: 15:00
- POST 07/222** : **PROFESSIONAL NURSE: GENERAL GRADE 1-3 / SPECIALTY STREAM (PSYCHIATRY): GRADE 1 (X14 POSTS)**
- SALARY** : PNA2 / PN B1 R268 584 per annum, plus benefits. Specialty R400 644 per annum, plus benefits
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Grade 12 and Basic qualification as a professional nurse according to R 425 that leads to registration with the south African nursing council as a professional nurse. Requirements for appointment in the speciality stream: Post basic qualification in the speciality area: psychiatry recognized in accordance with R 212 a minimum of 4 years' experience as a professional nurse. NB: due to equity requirements, only male candidates will be considered.
- DUTIES** : Provision of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Effectively manage the utilization of resources. Participation in training and research Provision of effective support to nursing services Maintain professional growth / ethical standards and self-development.
- ENQUIRIES** : Ms P B Schoonwinkel Tel No: 012 319 9877
- APPLICATIONS** : Applications to be hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 in an application box at the main gate and applicant should sign in register book between 8am-3pm or Post delivered to HR: Recruitment and Selection, Weskoppies Hospital, Private Bag X 113, Pretoria 0001. On the closing date applicant should submit their applications at the security gate before 12h00 noon. No faxed or emailed application will be considered.
- NOTE** : Applications received after the closing date will not be considered. Application must be submitted on a New Z83 application form and a detailed CV must be attached. Applicants need not attach supporting documents. Only shortlisted candidates will be requested to submit certified supporting documents. Weskoppies Hospital is committed to the pursuit of diversity, redress and promotes representation in terms of equity-employment especially on race, disability, and gender. Candidates will be subjected to security screening and vetting process. Males with disabilities are encouraged to apply.
- CLOSING DATE** : 10 March 2023 at 12:00
- POST 07/223** : **CLEANERS REF NO: JUB 11/2023 (X7 POSTS)**  
Directorate: Admin and Support Services
- SALARY** : R107 196 - R126 270 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Grade 10-12/Abet level 4-5, 1 year experience of cleaning. Good communication skills, ability to use cleaning machine and materials. Possess physical strength, be prepared to work shifts, be able to rotate to different areas that needs cleaning.
- DUTIES** : Clean wards, showers, offices, toilets, passages, dust, wash walls, windows, bedside lockers, scrubbing and polish the floor. Prepare boardrooms. Operate heavy duty /industrial cleaning machine. Keep equipment's clean, remove medical and general waste. Safe keeping and control of cleaning equipment's and materials. Adhere to occupational health safety and infection prevention control policies and standards. Perform any duties delegated by supervisor.
- ENQUIRIES** : Mr. Kgomo DN Tel No: (012) 717 9347
- APPLICATION** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as

a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

- CLOSING DATE** : 10 March 2023 at 15:00
- POST 07/224** : **PORTER REF NO: JUB 12/2023 (X3 POSTS)**  
Directorate: Admin and Support Services
- SALARY CENTRE REQUIREMENTS** : R107 196 - R126 270 per annum  
: Jubilee District Hospital  
: Grade 10-12/Abet level 4-5, relevant experience as a porter or mortuary attendant. Able to read and write. Be prepared to work shifts, weekends and holidays. Knowledge of customer care. Knowledge of occupational health and safety act. Understanding of Batho - Pele principles.
- DUTIES** : Accompany walking patients on wheelchairs and stretchers to various service points. Assisting in loading and offloading patients from ambulance and private cars. Cleaning of wheelchairs and stretchers from all hospital treatment points to porter's bay. Transport corpse from the wards to the mortuary. Assist with messenger services and deliver blood samples and files.
- ENQUIRIES APPLICATIONS** : Mr. Kgomo DN Tel No: (012) 717 9347  
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 10 March 2023 at: 15:00

**OFFICE OF THE PREMIER**

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.***

- APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, ([www.gautengonline.gov.za](http://www.gautengonline.gov.za))
- CLOSING DATE** : 10 March 2023
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) Only and at least three (3) contactable referees quoting the relevant reference number. 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, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test 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). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive



on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

#### **MANAGEMENT ECHELON**

- POST 07/225** : **DIRECTOR GENERAL REF NO: 016050**  
 Branch: Office of the Director General  
 (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 068 458 – R2 330 121 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the following fields: Public Management, Business Administration, Social Science, Law, Strategic Management, Human Resources and Finance or equivalent. 8 to 10 years' experience at Senior Managerial level (Deputy Director General) or equivalent, of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting and expenditure control. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as the Accounting Officer of the Gauteng Office of the Premier in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation, and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Drive the delivery agenda of the Gauteng Provincial Government (GPG), Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Improve the quality of life of the citizens of Gauteng. Promote Gauteng as a Global City Region. Specific focus areas include the following: The incumbent will serve as the Secretariat of the Executive Council and ensure its effective functioning. Provide strategic direction to line Departments in GPG as define by the Act. Ensure the promotion of good international and intergovernmental relations. Support the Premier in coordinating and implementing GPG policies, as well as statutory and political responsibilities effectively and efficiently. Represent the department at various fora.
- ENQUIRIES** : Ms Sylvia Mtshali Tel No: (011) 355 6820

## 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** : 13 March 2023 @12H00
- NOTE** : Applications must be submitted on a duly New signed, comprehensive CV obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. 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). Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). 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](http://www.thensg.gov.za) 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. If you do not hear from us for the period of three months, consider your application to be unsuccessful.

## OTHER POSTS

- POST 07/226** : **ASSISTANT DIRECTOR: MUNICIPAL COMPLIANCE AND IGR REF NO: GPT/2023/02/07**  
Directorate: Municipal Finance Management
- SALARY** : R393 711 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A degree (NQF level 7) in Accounting/Auditing/Internal Auditing/Economics/Public Administration/Local government Finance. 3 years of work experience in local government finance preferably with proven experience relating to output of the post.
- DUTIES** : The incumbent will be responsible for: Monitoring of financial misconduct (e.g., Establishment of Disciplinary Boards), Municipal Annual Reports, Municipal

Oversight Reports, Information to be placed on the website of municipalities, Minimum Competency Levels of Municipal Officials, Municipal Financial Management Internship Programme. Assist in developing reporting frameworks for the Directorate and ensure compliance with Municipal Financial Management Act and related Regulations. Promotion of the adoption of the Financial Management Capability Maturity models within the directorate and in collaboration with other Chief Directorates within GPT. Conduct assessments and produce reports. Coordination of the MFMA Internal Steering Committee. Coordination of the Intergovernmental Relations Fora/ Forums (e.g., MEC for Finance Forum, CFO Forum, Municipal Financial Management Interns Forum). Provide support to municipalities pertaining to MC&IGR deliverables where required. Participate in intergovernmental structures where the MC& IGR activities are discussed. Submit reports as required in the Operational Plans, Annual Performance Plans.

**ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: 011 227 9000

**POST 07/227** : **ASSISTANT DIRECTOR: INTERNAL RISK MANAGEMENT REF NO: GPT/2023/02/08 (X2 POSTS)**  
Directorate: Strategy Management

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Auditing or Finance or Statistics or Risk Management. 3 – 5 years' experience at functional administration level in Enterprise Risk Management.

**DUTIES** : To co-ordinate and facilitate the provision of organisation risk management Services. To assist in implementing the risk management in line with the GPG Risk Management Framework. Conduct risk assessment and monitor the risk response activities. To assist in implement the Business Continuity Management (BCM) within the Department. Prepare and submit risk reports to be tabled at the Department's governance structures.

**ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: (011) 227 9000

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

*(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.)*

**ERRATUM:** Provincial Administration: KwaZulu Natal Department Of Health:: Kindly note that the following X1 Post advertised in Public Service Vacancy Circular 04 dated 03 February 2023 with Ref No: CL 01/2023 (**For Clairwood Hospital**), One word of the minimum requirements (Electrical) should be moved to Recommendations for the post Chief Artisan and the closing date will be extended to 10 March 2023.

**OTHER POSTS**

- POST 07/228** : **HEAD - CLINICAL UNIT/ACEDMIC HEAD OF DEPARTMENT REF NO: HCURHEUM/1/2023**  
Department: Rheumatology
- SALARY CENTRE REQUIREMENTS** : R1 754 739 per annum, (all-inclusive package excluding commuted overtime)  
: Inkosi Albert Luthuli Central Hospital  
: Qualification in the appropriate health science (MBCHB or equivalent) Current registration with the Health Professions Council of South Africa as a Medical Specialist –Physician and certified as a rheumatologist. A minimum of 5 years appropriate experience as a Medical Specialist Rheumatologist. Possession of, or studying towards PhD will be an advantage. Knowledge, Skills, Training and Competence Required: Sound knowledge of and experience in management of rheumatological disorders. Knowledge of national and international demography, current health and public service legislation, regulation and policy including medical ethics, Good communication skills and decision making. Experience in working in multidisciplinary teams. Ability to teach and supervise junior staff. Counselling and conflict resolution skills. Leadership, administration and management skills. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Control and management of clinical services. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (internal medicine and sub-Speciality registrars in rheumatology) and allied Health Personnel and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols and with the development of clinical audit programmes in the hospitals in the above districts.
- ENQUIRIES APPLICATIONS** : Dr LP Mtshali Tel No: 031 2401124  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the

South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 24 March 2023
- POST 07/229** : **MEDICAL SPECIALIST REF NO: MEDSPEC ENT/1/2023 (X1 POST)**  
Department: Otorhinolaryngology (ENT)  
Re-advert all those that have previously applied are eligible to re-apply.
- SALARY** : Grade 1: R1 156 308 per annum, all-inclusive salary package, (excluding commuted overtime).  
Grade 2: R1 322 100 per annum, all-inclusive salary package, (excluding commuted overtime).  
Grade 3: 1 534 356 per annum, all-inclusive salary package, (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
Specialist qualification in Otorhinolaryngology – Head and Neck Surgery. Current registration with the Health Professions Council of South Africa as a specialist in Otorhinolaryngology. ENT registrars completing training may be absorbed against this post as a medical officer provided proof of successful completion of final exams is provided or HPCSA registration is in process. Recommendation: Post registration experience as an ENT specialist. Fellowship training or experience in an ENT subspecialty. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Otorhinolaryngology. Patient centred care. Ability to teach and supervise junior staff. Middle Management Skills. Postgraduate MMed qualification / research skills. Good administrative, leadership, decision making and communication skills.
- DUTIES** : Provide specialist otorhinolaryngology – head and neck surgery service to all departments at Inkosi Albert Luthuli Hospital, as well as in relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of registrars and junior staff in otorhinolaryngology working in the department. Provide expert opinion where required and consult with specialists on ENT procedures. Provide clinical outreach and training and assistance to DOH hospitals around the province. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research
- ENQUIRIES APPLICATIONS** : Dr A Sibiyi or Dr W Kuhn Tel No: 031 240 1754  
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Ba X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such

evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 24 March 2023
- POST 07/230** : **MEDICAL SPECIALIST (X1 POST)**  
Department: Paediatric Medical Department (Gastroenterology)
- SALARY** : Grade 1: R1 156 308 per annum, all-inclusive salary package, (excluding commuted overtime).  
Grade 2: R1 322 100 per annum, all-inclusive salary package, (excluding commuted overtime).  
Grade 3: R1 534 356 per annum, all-inclusive salary package, (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MB; ChB; Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Registration in the sub-specialty of Paediatric gastroenterology will be an advantage. Experience: **Grade 1:** No Experience required. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, training and Competencies required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Paediatric gastroenterology. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
- DUTIES** : The core function of this post is the development of Paediatric Gastroenterology services. This includes the outpatient consultation and management of inpatient services at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work towards getting the unit accredited and training of a pediatrician as a sub specialist in paediatric gastroenterology. The incumbent will utilize the expertise available at IALCH (Paediatric surgery, Adult Gastro-enterology and other Paediatric subspecialties) to further these goals He/she will also establish links with experts in Cape Town and Johannesburg. Duties also include participating in the Outreach Programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medicine at IALCH. The incumbent is expected to perform after hour's calls and relief duties.
- ENQUIRIES APPLICATIONS** : Prof Jeena Tel No: 031 240 2046  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref

APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 24 March 2023
- POST 07/231** : **DISTRICT COORDINATOR REF NO: CSL01/2023**  
Re-advertising of post number: CSL09/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
- SALARY** : R908 502 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful Candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE REQUIREMENTS** : uMzinyathi District (Dundee)  
: A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.
- ENQUIRIES APPLICATIONS** : Dr L.M Zondi Tel No: 033 - 341 9300  
: Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION NOTE** : Ms. S.S Ngcobo  
: Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023

**POST 07/232** : **DEPUTY DIRECTOR: RADIOGRAPHY GRADE 1 REF NO: GS 2/23**  
Component: Radiology  
Re-Advertisement and therefore those applicants who have just applied for this post are encouraged to re-apply.

**SALARY** : Grade 1: R896 535.per annum, all-inclusive package consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE REQUIREMENTS** : Grey's Hospital- PMB Metropolitan Hospitals Complex  
: Grade 1: Senior Certificate (Standard 10/Grade 12) or equivalent; National Diploma / B Tech/B Rad Degree in Diagnostic Radiography; Current Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer (Independent Practice); A minimum of 12 year's appropriate experience in the relevant profession after registration with HPCSA of which 7 years must be appropriate experience at Management Level. A valid Code B driver's license. Current Registration with HPCSA (2022/2023). Knowledge, Skills, Attributes and Abilities: Extensive knowledge of Radiography principles, system and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of Public Service Act and Regulations, Labour Relations Act, Health and Safety Act, Public Finance Management Act and other acts applicable in executing the duties. Problem solving, decision making, negotiation and conflict resolution skills. Knowledge of health care system and health professional ethics. Excellent communication and leadership skills. Computer Literacy.

**DUTIES** : Overall management of various radiology sub-departments and supervision of Assistant Directors in Radiography. Provide a comprehensive strategic and operational leadership and management of Radiography services through development, review and implementation of strategic and operational plans. Ensure radiation equipment complies with Radiation Control Directorate licensing requirements and complies with Quality Assurance tests. Register radiation workers with SABS Radiation Protection Services and ensure effective dosimetry service/monitor radiation dose levels and liaise with Radiation Control Directorate when overexposure occurs. Ensure adherence of Infection Control policies, Health and Safety policies, Disaster Management policies and Radiation Control regulations. Budget and Expenditure control in compliance with PFMA. Ensure equitable distribution of resources to achieve optimal service delivery. Manage allocated resources, equipment and avoid wasteful expenditure. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels. Liaison with internal and external stakeholders (i.e. vendors, radiology technicians, representatives). Conduct internal audits and inspections (i.e. clinical audits, Patient Satisfaction Surveys, Patient waiting times etc.). Monitor and Evaluate departmental employee performance management and development system for radiographers and administrative staff. Responsible for retention, recruitment and selection of radiographers and administrative staff while ensuring that the policies laid down by Department of Health are complied with. Provide HPCSA accredited environment conducive for student radiography training and sub-speciality training for radiographers. Conduct quality Assurance and quality improvement programmes, in-service training and ensure compliance with National Core Standards and clinical governance. Participate in activities within the multidisciplinary committees and ensure representation of Diagnostic Imaging Department in various committees. Ensure effective and efficient utilization of radiography personnel to provide continuous 24 hour service.

**ENQUIRIES APPLICATIONS** : Dr MNR Memela Tel No: 033 897 3756  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

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

**CLOSING DATE** : 10 March 2023



**POST 07/233** : **DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: UNTU 11/2023 (X1 POST)**  
Component: Nursing

**SALARY** : R881 961 - R992 634 per annum, (all-inclusive salary package). Other Benefits: 8% Rural Allowance

**CENTRE** : Untunjambili Hospital

**REQUIREMENTS** : Senior certificate, Basic R425 qualifications, Diploma/Degree in General nursing and Midwifery. Current Registration with SANC as a General Nurse & Midwife. A minimum of 09 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC as a Professional Nurse. At least Four years of the period referred to above must be appropriate/recognizable experience at management level. Diploma or Degree in Nursing Management will be an added advantage. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes And Abilities In depth knowledge and understanding of Health related Acts, Regulations, Guidelines and other related Policies such as Nursing Act and Regulations, Health Act, Code of Ethics, Professional Practice of South African Nursing Council, Nursing Standards of Practice, Scope of Practice, Occupational Health & Safety Act and Mental Health Act.. Knowledge and understanding of legislative framework governing the Public Service including Skills Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure, Disciplinary Code and Procedure, Financial Management Act, Good Communication Skills, Report writing Skills, Leadership Sills, Problem Solving Skills, Time Management Interpersonal Skills, Team Player and Strategic Planning. Demonstrate basic Computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide Professional, technical and management support for provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implantation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilise information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Represent Nursing Department in the Senior Management Team. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences.

**ENQUIRIES** : MRS C.N. Ndadane Tel No: 033-444 1707

**APPLICATIONS** : Applications should be forwarded to: Human Resource Manager, Private Bag X 216, Kranskop, 3268

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. 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 6 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 of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE**

: 10 March 2023

**POST 07/234**

: **MEDICAL OFFICER REF NO: MO ENT/1/2023 (X1 POST)**  
Department: Otorhinolaryngology (ENT)

**SALARY**

: Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.  
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime  
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.

**CENTRE REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital and DFR  
: MBCHB Degree, Registration with HPCSA as a Medical Officer. Current unrestricted registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Requires ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Demonstrate the ability to work as part of a multidisciplinary team. Ability to function as a part of the ENT team in the District functional region. Knowledge and skills/experience in surgery and/or ENT is an added advantage; as are CMSA ENT primary qualifications.

**DUTIES**

: Participate in the delivery of Otorhinolaryngology services to the district functional region, as determined by the Head of Department. Provide appropriate peri-operative assessment of the ENT patient, management and follow-up of patients as determined by the surgical condition and the patient's co-morbidities. Actively participate in the academic, research and outreach activities of the Discipline. Participate in the quality improvement programs of the department including clinical audits, clinical governance and CPD activities. Maintain clinical, professional and ethical standards. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. Mandatory participation in Commuted Overtime. The successful applicant will be required to perform after hour duties in the Durban Functional Region, covering more than one hospital in the regional including but not limited to IALCH and King Edward VIII Hospitals.

- ENQUIRIES** : Dr Kuhn (HCU) or Dr Sibiyi (HOD) Tel No: 031-2401754
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 24 March 2023
- POST 07/235** : **MEDICAL OFFICER REF NO: MO PULMO/1/2023 (X1 POST)**  
Department: Pulmonology
- SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.  
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime.  
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1:** No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in general medicine and ability to assess and manage medical emergencies. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Assist with the provision of pulmonology and critical care services as determined by the Head of Pulmonology at IALCH. Assist with evaluation and management of patients with acute and chronic respiratory conditions at IALCH. Assist with evaluation and management of patients with COVID-19,

both acutely and on follow-up. Maintain clinical, professional and ethical standards. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. Participate in the academic, research and outreach activities of the department in general, and COVID-19 interventions in particular. Mandatory performance of commuted overtime in adult ICU, managing both COVID and non-COVID patients. Participate in clinical audit programmes, clinical governance and CPD activities.

**ENQUIRIES** : Professor K Nyamande Tel No: (031 240 1345), Dr Fakey Khan Tel No: (031 240 1376)

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

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

**CLOSING DATE** : 24 March 2023

**POST 07/236** : **MEDICAL OFFICER REF NO: MO RHEUM /1/2023 (X1 POST)**  
Department: Rheumatology

**SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.  
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime  
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.

**CENTRE** : Inkosi Albert Luthuli Central Hospital and DFR  
**REQUIREMENT** : MBCHB Degree; Registration with the Health Professions Council of South Africa as a Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: **Grade 1:** No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** 10 year's appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign

qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Sound clinical knowledge in Internal medicine with the ability to manage medical emergencies, chronic disorders and rehabilitation. Knowledge of ethical medical practice. Good interpersonal relationships with patients, nurses and medical colleagues.

**DUTIES** : Clinical assessment and management of inpatients and outpatients. Conduct ward rounds and perform related activities. Implement protocols and guidelines of the department. Able to work as part of a multi-disciplinary team. Performance of commuted overtime. Participation and presentation in departmental clinical and academic meetings including morbidity and mortality meetings and clinical audits. Perform and support research, including assisting in record keeping including patient registries. Contribute to the department's academic program. Assist with administrative activities of the department as directed. Participate in outreach programs.

**ENQUIRIES** : Dr K Chinniah Tel No: (031) 240 1306/1308  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

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

**CLOSING DATE** : 24 March 2023

**POST 07/237** : **MEDICAL OFFICERS REF NO: MO O&G/1/2023 (X2 POSTS)**  
Department: Obstetrics and Gynaecology

**SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.  
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime.  
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.

**CENTRE** : Inkosi Albert Luthuli Central Hospital  
**REQUIREMENTS** : Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma will be of added advantage. Experience: No experience required. The appointment to **grade 1** requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign

health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound Knowledge Of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/ sections. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

**DUTIES** : Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of interns and students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.

**ENQUIRIES** : Dr S Ramphal Tel No: 031-2602407/ 031-2602345  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

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

**CLOSING DATE** : 24 March 2023

**POST 07/238** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT, PLANNING, POLICY AND WELLNESS REF NO: CSL02/2023**  
 Re-advertising of post number: CSL05/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

**SALARY** : R766 584 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : A 3-year National Diploma (NQF level 6) or higher qualification in Human Resource Management / Development or equivalent qualification recognized by SAQA, together with a minimum of three to five years Junior Management experience in the human resources environment. Valid driver's license.

- Applicants must be prepared to work extended hours. Knowledge of public service, regulations, Knowledge of HRD Strategy, Skills Development Act and other training, related legislations, Provincial Growth and Development Strategy; PFMA, HR systems, including "PERSAL", Public service regulations, Knowledge in Project Management, communication skills, Project management skills, Report writing skills, Presentation skills, Facilitation skills, Occupational Health and Safety Act, Employee Health and Wellness Strategic framework for the Public Service, Employment Equity Act.
- DUTIES** : To manage Human Resource Planning, Policy, Development and Wellness (EHW and SHEQ) for the department. Manage the implementation of Performance Management Systems. Manage the quality of work life in the department (EHW and SHEQ). Develop, monitor and review human resources policies, systems, norms and standards. Ensure effective management of resources for the Division.
- ENQUIRIES** : Mr. Mark Ferreira Tel No: 033 - 3419300
- APPLICATIONS** : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- NOTE** : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities.
- CLOSING DATE** : 17 March 2023
- POST 07/239** : **ASSISTANT MANAGER NURSING-(SPECIALTY STREAM) -PN-B4 REF NO: ANM PAEDS/1/2023**  
Department: Paediatrics
- SALARY** : R642 942 per annum, (all-inclusive package)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Basic R425 qualification (Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic Diploma in Child Nursing Science or Paediatric Nursing Science (R212). Current registration (2023) with SANC as a General Nurse and Midwife. At least ten (10) years appropriate post registration experience as a professional nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in Child Nursing Science or Paediatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge, Skills, Training and Competence Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing component in regional or tertiary hospitals. Sound knowledge of policies and programs within the specialty. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour relations including disciplinary, grievance and abscondment processes / procedures. Computer literacy and hospital information management. Basic financial management Skills.
- DUTIES** : Ensure the provision of highest possible nursing care through adequate supervision, guidance and support. Ensure that there is efficient and effective utilization of allocated budget in the Nursing Service area. Ensure that nursing staff is equitable allocated to units as per needs of each area. Participates in analysis, formulation and implementation of standard operation procedures within the specialty areas and Tertiary/Central hospital. Monitor and ensure that nursing services are of highest possible quality. Ensures that performance of nursing staff is monitored through PMDS system. Ensures that all nursing staff comply with all the relevant Acts / prescripts applicable within the nursing and healthcare environment. Will relieve the office of the Nurse Manager when

required. Ensure that the units comply with the National Core Standards and Office of Health Standard compliance office. Continuous quality improvement programs/projects as determined by the needs of the department. Ensure that quality is monitoring in various programs e.g. IPC, Resuscitation and Health and safety. Ensure that the patient care environment is conducive for best patient-care outcomes. Deal with labour relation issues in terms of legislative and procedural guides. Ensure that policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Monitoring and verification of nursing staff in the pay-point as designated. Participates in supply chain management and financial management process as determined by PFMA. Monitoring, reporting and mitigation of adverse health events in the Peri-Operative environment. Implement risk assessment and monitoring to ensure quality standard of care. Ensures that the Complaints management policy and procedure is adhered to.

- ENQUIRIES** : Mrs S Naidoo Tel No: (031) 240 1063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 24 March 2023
- POST 07/240** : **ASSISTANT MANAGER NURSING (SPECIALTY: MATERNITY & PAEDIATRIC) REF NO: UNTU 12/2023 (X1 POST)**  
Component: Nursing  
Re-Advertised
- SALARY** : R642 942 - R723 624 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee Must Meet Prescribed Requirements.
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Senior certificate STD 10/ (Grade 12), Basic R425 Diploma/Degree in General Nursing and Midwifery. A post basic qualification in Advanced Midwifery and Neonatal Nursing. A minimum of Ten years' appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least Six years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Diploma In Advanced Midwifery & Neonatal Science. At least Three years of the period referred to above must be appropriate/recognisable experience at management level. NB: Recommendations: Degree/Diploma In Nursing Management. A valid driver's licence (code 8/10). Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities Knowledge in nursing care process and procedures,



nursing statutes and other relevant legal frameworks. I.e. Nursing Act, Health Act Occupational Health & safety Act, Patients, Rights Charter & Batho Pele Principles. Leadership, Organization, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act Regulation & Labour Relations, Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills.

**DUTIES**

: Delegate, supervise and co-ordinate the provision of effective patient care through .Adequate nursing care. Oversee clinical governance to ensure high standard of patients care .Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health. Develop/establish and maintain constructive working relationship with nursing & other stakeholders (i.e.-professional, inter-sectorial and multi-disciplinary teamwork). Participate in analysis, formulation & implementation of nursing, practices, standards and procedures. Deal with disciplinary issues, grievance and labour issues including monitoring and managing absenteeism. Monitor and ensure proper utilization of financial and physical resources .Assist in the implementation of priority programs to reduce morbidity and mortality rate, communicable and no-communicable diseases .Improve the facility efficiencies. Ensure accurate reliable statistic and report are generated through the information management section. Ensure that unites comply with National Core Standard –Ideal Clinic, Batho Pele principles to meet the needs and demands of the clients. Manage the Employee Performance Management Development System. Deputize the Deputy Manager Nursing.

**ENQUIRIES APPLICATIONS**

: Mrs C.N. Ndadane Tel No: 033-444 1707  
 : Should be forwarded to: Human Resource Manager Private Bag X216, Kranskop, 3268

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. 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 6 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 of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE**

: 10 March 2023

**POST 07/241** : **ASSISTANCE MANAGER NURSING (GEN) (OSD); PLANING MONITORING, EVALUATION AND REPORTING REF NO: RCH 02/2023 (X1 POST)**

**SALARY** : R588 378 per annum. Other Benefits: Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements), 8% of Basic Salary (Rural Allowance)

**CENTRE REQUIREMENTS** : Richmond Hospital  
: Grade 12/Standard 10 Certificate National Diploma/ Degree in Public Management, A supporting qualification in monitoring and evaluation will be an added advantage, Three (3) to 5 years' supervisory experience in planning, monitoring and evaluation in a health care environment. Recommendation: A Valid code EB Driver license. Knowledge, Skills and Competencies Required For The Post: Knowledge of the legislative, policy and M&E Framework informing health service delivery, Knowledge of legislation and planning framework, Knowledge of hospitality quality assurance, Knowledge of infection prevention control practices, knowledge of Health Facility functions and operations. Understand HR policies and practices and staff relations, knowledge of DHMIS policy, SOP and relevant information system, Understanding of Financial Management, Knowledge of Data Management Knowledge of M&E principles, Ability to critical analyse complex information and to interpret that in relation to performance, health outcome relevant to institutions, and performance, Strong leadership and management skills, Planning and organising skills, Project Management Skills.

**DUTIES** : Administer an evidence /results –based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Provide platform for M&E reports to be discussed by the Management team (including sub-districts) and feeder clinics. Implement the M&E Framework at facility level and monitor of implementations at feeder clinics, Analyses data obtained from the source and other management information system against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance, Ensure that institutional plans are in place, and aligned with the district Health Plan. Ensure planning, M&E support to all departments in the institution as well as feeder facilities. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of finding when conducting audits in accordance with the hospital and governing laws.

**ENQUIRES APPLICATIONS** : Mrs. SR Ranjoomia Tel No: (033)-212 2170  
: All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital, Private Bag X133, Richmond, 3780.

**FOR ATTENTION NOTE** : Mrs. Ranjoomia  
: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 24 March 2023

**POST 07/242** : **ASSISTANT DIRECTOR: POLICE PERFORMANCE, MONITORING AND EVALUATION REF NO: CSL03/2023**  
Re-advertising of post number: CSL06/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Zululand  
**REQUIREMENTS** : A 3-year National Diploma (NQF level 6) or higher in Social Sciences / Police science or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime

- Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives by police stations in the district. Monitor and evaluate the compliance with legislation the service delivery of police stations in the district. Address complaints against police stations in the district. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and maintain partnerships in crime prevention with relevant organisations within the district.
- ENQUIRIES APPLICATIONS** : Mr. A.K Mtshali Tel No: 035 - 8708600
- FOR ATTENTION NOTE** : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.  
Ms. S.S Ngcobo  
Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023
- POST 07/243** : **CHIEF RADIOGRAPHER (GRADE 1) REF NO: CHIEF RAD DIAG/1/2023 (X1 POST)**  
Department: Diagnostic Imaging
- SALARY CENTRE REQUIREMENTS** : R487 305 per annum, (all-inclusive package)  
Inkosi Albert Luthuli Central Hospital  
An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Recommendations: Experience in CT scanning is preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience in radiography principals, systems and procedures performed within the radiology department which include CT scanning and Fluoroscopy. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of the Employee Performance, Management and Development System. Knowledge and experience in quality assurance policies. Good verbal and written communication skills. Sound interpersonal skills and Human resource management skills.
- DUTIES** : Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.
- ENQUIRIES APPLICATIONS** : Ms BV Mfeka Tel No: 031 2401950  
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

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

- CLOSING DATE** : 24 March 2023
- POST 07/244** : **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION CONTROL – IPC) REF NO: EMP04/2023**
- SALARY** : Grade 1: R464 466 – R522 756 per annum. 13<sup>th</sup> cheque, home owners allowance (employee must meet the prescribed requirements), Medical Aid (optional), 8% In-Hospitable allowance
- CENTRE** : Queen Nandi Regional Hospital (Empangeni)
- REQUIREMENTS** : Senior certificate (Grade 12) or equivalent, Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as Professional Nurse, Current SANC Receipt ( 2023), A minimum of seven (07) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Software applications (MS Office), A valid EB (Code 8) Driver's License. Recommendations: Formal certificate in Infection Control and Prevention, 2 years' experience working in the IPC environment. Knowledge, Skills, Competencies And Training Required: Ability to make independent decisions, problem solving and conflict resolution, An understanding of the challenges facing the public health sector, Ability to prioritize issues and other work related matters and to comply with time frames, High level of accuracy, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework, Strong interpersonal communication and presentation skills, Leadership, Organization, Problem solving and decision making skills. Knowledge about Norms and Standards and Ideal Hospital Realization Maintenance Framework related to Infection Prevention and Control.
- DUTIES** : Develop and implement an Infection Prevention and Control Plan for the institution, Identify Infection control risks and make recommendations on mitigations thereof, Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols, Identify standard operating procedures to be formulated in relation to Provincial Guidelines, Identify outbreak of Infection, initiate investigation and control measures in collaboration with the IPC Committee, Provide effective and efficient Infection Prevention and Control Services in the institution, Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC, Serve as a clinical governance champion in the facility, ensuring effective clinical risk management system, Identify and report all Hospital Acquired Infections. Visit the departments within the institution to identify infection prevention and control risks, Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services, Ensure that Infection Prevention and Control as well as Antibiotic Stewardship committees are in place and functional, Promote infection prevention culture within the institution by conducting relevant workshops, audits, meetings and awareness, Provide advice on various aspects of infection prevention and control, relevant policies to management, Visit the departments within the institution to identify

		infection prevention and control risks, Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services, Ensure that Infection Prevention and Control as well as Antibiotic Stewardship committees are in place and functional, Provide advice and training to all categories of staff.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mrs J Marais Tel No: 035 907 7005
<b><u>APPLICATIONS</u></b>	:	All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<b><u>FOR ATTENTION</u></b>	:	Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 9077011
<b><u>NOTE</u></b>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due to severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior to the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/245</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR (QUALITY) REF NO: RCH 03/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R464 466 per annum. Other Benefits: Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements), 8% of Basic Salary (Rural Allowance)
<b><u>CENTRE</u></b>	:	Richmond Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Standard 10 Certificate. Basic R425 qualification i.e. Diploma/Qualification in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Current registration with SANC. Minimum of 7 years or appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general Nursing. Recommendation: A Valid code 08 EB Driver license. Knowledge, Skills and Competencies required for the Post: Through knowledge of nursing care processes and procedures, nursing the statutes, and other relevant legal frameworks such as: Nursing Act, Health Act Occupational Health and Safety Act. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, Grievance Procedures. Skills: Operational Management skills, good Communication skills. Report writing skills. Facilitation Skills, Planning & Organising skill. Planning & organising skills. Computer literacy skills. People

<b><u>DUTIES</u></b>	<p>Management. Conflict management. Change management. Knowledge management.</p> <p>: Facilitate and oversee the development of operational /business plans to give strategic guidelines. Manage and utilize resource in accordance with relevant directives and legislation. Ensure that efficient and suitable work procedures are identified, developed and implemented. Provide professional and technical support for the provision of quality patient care through proper management of relevant programme. Utilise the Nursing Act Regulations, Code of Ethics and Professional Practice of the SANC and the body of scientific knowledge in service rendering. Monitoring and evaluation of maintenance of nursing ethos and professionalism. Respond to queries and questions from relevant structures with regard to complaints of nurse's conduct to patients. Analyse staffing needs and develop a plan to meet the needs. Deal with grievance and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage and monitor the implementation of the EPMS. Manage and utilise both financial and physical in accordance with relevant directives and legislation. Ensure that spending is maximized in line with strategic objectives. Monitor memorandums of understanding, service level agreements and expenditure review. Monitor and report on the utilization of physical equipment. Initiate and identify ways of containing care without compromising standards. Manage and control material resource and assets. Facilitate the auditing of clinical records by analysing data. Manage and utilize resource in according with relevant directives and legislation. Financial and physical resources. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standard. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes effective and efficient health care.</p>
<b><u>ENQUIRES APPLICATIONS FOR ATTENTION NOTE</u></b>	<p>: Mrs. SR Ranjoomia Tel No: (033)-212 2170</p> <p>: All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.</p> <p>: Mrs. Ranjoomia</p> <p>: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.</p>
<b><u>CLOSING DATE</u></b>	<p>: 24 March 2023</p>
<b><u>POST 07/246</u></b>	<p>: <b><u>RADIOGRAPHER (MAMMOGRAPHY) REF NO: RAD DIAG/1/2023 (X1 POST)</u></b></p> <p>Department: Diagnostic Imaging</p>
<b><u>SALARY</u></b>	<p>: Grade 1: R413 688 per annum, Plus 13<sup>th</sup> cheque, Medical Aid - Optional &amp; Housing Allowance: Employee must meet prescribed requirements.</p> <p>Grade 2: R487 305 per annum, Plus 13<sup>th</sup> Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.</p> <p>Grade 3: R574 020 per annum, Plus 13<sup>th</sup> Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.</p>
<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Inkosi Albert Luthuli Central Hospital</p> <p>: An appropriate three year National Diploma/Degree in Diagnostic Radiography. An appropriate Certification in Mammography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice) with mammography certification. Experience: <b>Grade 1:</b> No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. No experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of Mammography techniques and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of</p>

- relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.
- DUTIES** : Perform all clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform all diagnostic imaging examinations including mammography whilst adhering to radiography protocols, practices and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities. Perform overtime duties as required.
- ENQUIRIES** : Mrs B V Mfeka Tel No: 031 240 1950
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 24 March 2023
- POST 07/247** : **CLINICAL NURSE PRACTITIONER (X4 POSTS)**
- SALARY** : Grade 1: R400 644 – R646 466 per annum  
Grade 2: R492 756 – R606 042 per annum  
Plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital  
Osizweni Clinic 3 Ref No: MAD 01/ 2023 (X1 Post)  
Madadeni Clinic 1 Ref No: MAD 02/ 2023 (X1 Post)  
Stafford Clinic 1 Ref No: MAD 03/ 2023 (X1 Post)  
Newcastle Clinic 1 Ref No: MAD04/ 2023 (X1 Post)
- REQUIREMENTS** : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

**DUTIES** : Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ensure effective implementation of National Core Standards and Ideal Clinic Realisation. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

**ENQUIRIES** : Mr. R.S.M Ngcobo Tel No: 034 328 8137

**APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

**FOR ATTENTION** : The Recruitment Officer

**NOTE** : 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male)

**CLOSING DATE** : 10 March 2023

**POST 07/248** : **CLINICAL NURSE PRACTITIONER (TRAUMA) GRADE 1 REF NO: CNP/A&E/KCHC/03/2023 (X1 POST)**

**SALARY** : R400 644 – R464 466 per annum. Benefits 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

**CENTRE** : Kwamashu CHC

**REQUIREMENTS** : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science (Trauma and emergency). Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Only shortlisted candidates will submit proof of current registration. Knowledge, Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and



- safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
- DUTIES** : Ensure that high quality nursing care is rendered to all clients accessing the CHC requiring Trauma and emergency care. Ensure that there is proper management and integration of HAST programs to PHC programs in Casualty department. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at Orthopaedic care. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and standards (NS). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.
- ENQUIRIES** : Mr. JT Mthabela Tel No: 031 504 8127
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
- NOTE** : Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. OMN/LIND/01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
- CLOSING DATE** : 10 March 2023
- POST 07/249** : **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 REF NO: CNP/PHC/KCHC/02/2023 (X3 POSTS)**
- SALARY** : R400 644 – R464 466 per annum. Benefits 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
- CENTRE** : Kwamashu CHC
- REQUIREMENTS** : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science (Health Assessment, Treatment and Care) – Primary Health Care. Current registration with SANC as a Professional Nurse (2021 SANC receipt).

A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Only shortlisted candidates will submit proof of current registration Knowledge, Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

**DUTIES**

: Provision of an integrated quality and comprehensive primary health care, prevention of disease, curative and rehabilitative services to the clients and community. Maintain intersectional collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of communities. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing Management services e.g. assist with relief duties to nursing management. Manage and monitor proper utilization of human, financial, physical and material resources. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Monitor and evaluate HR performance (EPMDS) for all relevant staff. Ensure data management is implemented and monitored. Participate actively in COVID 19 vaccination process.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. JT Mthabela Tel No: 031 504 8127  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

**NOTE**

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. OMN/LIND/01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021) Due to budgetary

constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

**CLOSING DATE**

: 10 March 2023

**POST 07/250**

: **PROFESSIONAL NURSE GRADE 1/2: SPECIALTY OPERATING THEATRE  
REF NO: UNTU 13/2023 (X1 POST)**  
Component: Nursing

**SALARY**

: Grade 1: R400 644 - R464 466 per annum  
Grade 2: R492 756 - R606 042 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance  
Housing Allowance: Employee Must Meet Prescribed Requirements.

**CENTRE  
REQUIREMENTS**

: Untunjambili Hospital  
: Senior certificate, Diploma/Degree in Nursing and Midwifery, Registration with the SANC as a Professional Nurse and Midwifery, A Basic Qualification in Operating Theatre Nursing Science registered with SANC, Current SANC registration (2023 Receipt), Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and a one year Post Basic Qualification in Operating Theatre Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ / recognizable experience after obtaining one year Post Basic Qualification in Operating Theatre Nursing. Knowledge, Skills, Attributes and Abilities: Knowledge of Operating Theatre processes and procedures, Strong interpersonal, communication and presentation skills. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. Sound communication, interpersonal, counselling and time management skills. Knowledge of nursing care processes and procedures, nursing statues and other relevant legal Understanding of Human Resources needs and development.

**DUTIES**

: Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in developing/establishing and maintaining constructive working relationship with nursing and other stakeholders. Provision of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. Provide a safe therapeutic environment that allows for the practice of safe nursing as laid by the Nursing Act, National Core Standards, and Occupational Health and Safety Act and all other applicable prescripts. Assist in managing and supervising for effective utilization of all resources e.g. human, financial material. Assist in managing /prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in training and research. Maintain professional growth/ethical standards and self-development. Participate in staff development using EPMS System and other work related programmes and training. Support and mentor student nurses. Relieve the Operational Manager Nurse. Exercise control over discipline, grievance and all labour relations issues as well as management of absenteeism.

**ENQUIRIES  
APPLICATIONS**

: Ms I.M.F. Buthelezi Tel No: 033-444 1707  
: Applications Should Be Forwarded To: Human Resource Manager Private Bag X216, Kranskop, 3268

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. 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 6 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 of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 10 March 2023
- POST 07/251** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: EKO 01/2023**
- SALARY** : R393 711 – R463 764 per annum. 13<sup>th</sup> Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** :  
 : Ekombe District Hospital  
 : Senior Certificate (Grade 12), Degree/National Diploma in Human Resource Management/Public Management/Administration plus at least 3-5 years appropriate supervisory experience in Human Resource Component Applicant must display Broad Knowledge and understanding of Human Resource Management with in depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development System and Labour Relations Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.
- DUTIES** : Manage all units forming human resource components i.e. HR Practices, HR Planning and Development, Staff Relations and Employee Health & Wellness for the hospital in order to ensure that high quality of services are being provided. Promote sound Employer-Employee Relationship and minimize conflict within the institution. Develop and implement effective human resource policies within the guidelines set by the Provincial Department of Health. Ensure proper compilation of Workplace Skills Plan and ensure proper implementation of EPMDS within the Hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Acts. Ensure that EAP programmes are in place and attend to all staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the hospital and ensure that plans are put into actions. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Perform other duties assigned by supervisor of any other official designated to assign duties. Attend meetings, trainings and workshops.
- ENQUIRIES APPLICATIONS** : Dr BPG Zungu Tel No: 035 834 8000  
 : Please forward application quoting the reference number to the Human Resource Department, Ekombe District Hospital, Private Bag X203, Kranskop, 3268 or hand delivered to Ekombe Hospital, P16 Qudeni Road, Nkandla, 3855

**FOR ATTENTION  
NOTE**

: Mr M.T. Mthuli  
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSS Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. 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.

**CLOSING DATE**

: 10 March 2023

**POST 07/252**

: **RADIOGRAPHER REF NO: RAD DIAG/1/2023 (X4 POSTS)**  
Department: Diagnostic Imaging

**SALARY**

: Grade 1: R332 427 per annum, Plus 13<sup>th</sup> cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.  
Grade 2: R389 754 per annum, Plus 13<sup>th</sup> Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.  
Grade 3: R459 126 per annum, Plus 13<sup>th</sup> Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

**CENTRE  
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital  
: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). Experience:  
**Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

**DUTIES**

: Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the

radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs B V Mfeka Tel No: 031 240 1950  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.

**NOTE**

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

**CLOSING DATE**

: 24 March 2023

**POST 07/253**

: **ENVIROMENTAL HEALTH PRACTITIONER: WASTE MANAGEMENT REF NO: RCH 04/2023 (X1 POST)**

**SALARY**

: R331 188 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE**  
**REQUIREMENTS**

: Richmond Hospital  
: Grade 12 National Diploma in Environmental Health Registration with HPCSA as an environmental health practitioner current registration with HPCSA as an environmental health practitioner. Valid code EB driver's license Knowledge, Skills and Competencies required for the Post: Bill of Right Occupational Health and Safety Act KwaZulu-Natal Health Act National Health Act Batho Pele Conflict management Organisational Influencing Computer literacy e.g. MS Office suite Relationship management.

**DUTIES**

: Mange health care waste (including its budgets) for the entire catchment of the institution including waste from clinics, EMRS bases and medico-legal mortuaries linked to the respective institution. Ensure that all HCRW is weighed and recorded, ensure that all HCRW has a tracking system, Keep proper records and a waste manifest for all HCRW streams. Establish and coordinate all activities of all institutional waste management committee including implementing committee resolution and liaise with institutional management and district office on all such activities. Report to Institutional Management on the status of HCRW management, Report to District Management on the status of HCRW Management Ensure the implementation of all waste management principal, policies legislation and standards. Enforce compile to waste segregation, containerization, storage and transportation, Enforce compliance to all HCRW norms and standards Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implantation, Submit waste management to institutional management for approval, Submit waste management plans to district management for approval, Oversee and train all staff involved in waste management activities. Identify training needs and conduct in-service training as required.

**ENQUIRES APPLICATIONS** : Mrs. SR Ranjoomia Tel No: (033)-212 2170  
**FOR ATTENTION NOTE** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.  
Mrs. Ranjoomia  
: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 24 March 2023

**POST 07/254** : **SOCIAL WORKER REF NO: RCH 05/2023 (X1 POST)**

**SALARY** : R269 301 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE REQUIREMENTS** : Richmond Hospital  
Grade 12/Standard 10 Certificate Bachelor of Social Work degree. Registration with the South African Council for Social Work Professions. Current registration with SACSSP. Driver's license code (08). Recommendations: 2 to 3 years working experience as a Social worker after registered with SACSSP. Knowledge, Skills And Competencies Required For The Post: knowledge and understanding of human behaviours, Policies and prescripts related to the field of work, Counselling, Reporting, verbal and written communication, Planning, Advisory, Monitoring and evaluation, Interpretation, Policy analysis, Research.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of valuable, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed to identify conditions in individuals, groups' families and communities that justify relevant intervention, Identify and make recommendations on the appropriate interventions required to address the identified condition. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically, Implement the recommended interventions by providing continuous support, counselling, guidance to the affected individual, groups, families and communities, Monitor and evaluate effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions, Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders, Produce and maintain records of social work intervention, process and outcome, Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognizance is taken of new developments, Monitor and study social services legal and policy framework continuously, Liaise/attend meetings with other departments and non-governmental institutions to take cognizance of the latest development in the relevant fields, Undertake first level social work research and development, Engage in continuous professional development activities as prescribed, Perform all the administrative functions required of the job.

**ENQUIRES APPLICATIONS** : Mrs. SR Ranjoomia Tel No: (033)-212 2170  
**FOR ATTENTION NOTE** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.  
Mrs. Ranjoomia  
: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 24 March 2023

**POST 07/255** : **FACILITY INFORMATION OFFICER (FIO): REF NO: RCH 06/2023 (X1 POST)**

**SALARY** : R269 214 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE REQUIREMENTS** : Richmond Hospital  
 : Grade 12 / Standard 10 Certificate appropriate Degree or National Diploma Knowledge, Skills And Competencies Required For The Post: Data Management and data research, Understand Regional/ District Health systems (incl. Health and Management Information Systems), Sound Public Health Knowledge, Computer skills, Capturing skills, Communications skills, Supervisory Skills, Presentation skills, Ability to operate office equipment E.G. Photocopiers Fax Machine act.

**DUTIES** : Co-ordinating the collection of quality data and the maintenance of the Institutional health and Management Information Database. Analyzing and interpreted data. Feeding back information through both summary and comprehensive reports. Providing advice to wards Managers and heads of departments with regard to information technology and systems related needs e.g. Completion of standardized forms and use of clinic register and IT Policy related issues. Putting mechanisms in place to improve the quality of information received. Supervising and training staff.

**ENQUIRES APPLICATIONS** : Mrs. SR Ranjoomia Tel No: (033)-212 2170  
 : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

**FOR ATTENTION NOTE** : Mrs. Ranjoomia  
 : The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 24 March 2023

**POST 07/256** : **HUMAN RESOURCE OFFICER SUPERVISER REF NO: RCH 03/2022 (X1 POST)**

**SALARY** : R269 214 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE REQUIREMENTS** : Richmond Hospital  
 : Grade 12/Standard 10 Certificate National Diploma/ Degree, Three (3) years' relevant experience. Recommendation: A Valid code EB Driver license Knowledge, Skills And Competencies Required For The Post: Registry duties, Capturing of data, Operate computer, Legislative framework governing the Public service, Working procedures in terms of the working environment, Understanding of work registry, Computer , Planning and organising ,Language ,Good verbal and written communications skills.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Recruitment and selection (Advertisement, Appointment, Transfers, Verification of Qualification, Secretariat functions at interviews, Absorptions, Probationary Periods e.g.)Implement condition of service and service benefits(leave, Housing, Medical, Injury on duty, Long Service recognition, overtime, relocation, pension, allowance, PILIR or etc.). Performance Management. Termination of service (indicate steps). Recommend (approve or disapprove) transaction on PERSAL according to delegations (final authorization should happen on a higher level preferable at AD or higher level). Prepare report on human resource administration issues and statistics. Handle human resource administration and enquires. Supervise human resources/staff. Allocate and ensure quality of work personnel development. Assess staff performance. Apply discipline.

**ENQUIRES APPLICATIONS** : Mrs. SR Ranjoomia Tel No: (033)-212 2170  
 : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

**FOR ATTENTION NOTE** : Mr. S.E Ndlela  
 : The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 24 March 2023



**POST 07/257** : **SUPPLY CHAIN MANAGEMENT PRACTITIONERS ACQUISITION)**  
**G03/2023 (X5 POSTS)**

Cluster: Finance: Central Supply Chain Management

These posts were previously advertised, all applicants who applied before will have to re-apply

**SALARY**

: R269 214 per annum (Level 07). Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

**CENTRE**

: Head Office, Pietermaritzburg

**REQUIREMENTS**

: Matric Certificate (Grade 12), An appropriate Bachelor's Degree/National Diploma in Business Administration/Commerce/Public Management; PLUS. A minimum of three (3) years' experience in Supply Chain Management environment. Recommendations Training programmes and/ or experience in Business Processes Development, System Development Public Administration and Public Service SCM Systems will serve as a recommendation. Unendorsed valid Code EB driver's license (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competence Required:-The incumbent of this post will report to the Assistant Manager: Supply Chain: Acquisition Management Services, and will be responsible to provide acquisition management services for equipment and instrument acquisition services falling outside the scope delegation of institutions, and as such the ideal candidate must:-Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy frameworks informing the area of operation. Possess policy analysis skills. Possess high levels of integrity and professionalism. Possess sound conflict and resolution skills. Ensure and enable effective communication between the Department and all stakeholders in Health. Be computer literate with a proficiency in MS Office Software Applications.

**DUTIES**

: Analyse the nature of the goods and services that must be procured, and identify within the policy framework the optimal acquisition process to be followed based on the results of a supplier analysis with due consideration to the preferential procurement policy imperatives of the department. Determine the value of goods and services to be procured with a view to initiate a response by suppliers registered on the provincial database or to activate a bidding response from other suppliers. Manage and administer the development of bidding documents in accordance with the departmental, provincial and national policy imperatives, inclusive of ensuring that bidding requirements are clearly specified to facilitate value for money decision making processes. Manage and administer invitation processes to obtain responses from suppliers in accordance with the policy framework. Manage and administer the receiving of supplier responses in accordance with the policy framework. Manage and administer the prescribed evaluation processes ensuring value for money and conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Ensure the effective and efficient utilisation of resources allocated to the Sub-Component.

**ENQUIRIES**

: Mr R Mkhize Tel No: 033 815 8305

**APPLICATIONS**

: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION**

: Ms N Mnyandu

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must

be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 17 March 2023
- POST 07/258** : **HUMAN RESOURCE SUPERVISOR REF NO: HRS/KCHC/01/2023 (X1 POST)**
- SALARY** : R269 214 per annum (Level 07). Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
- CENTRE** : Kwamashu Community Health Centre
- REQUIREMENTS** : National Senior Certificate / Grade 12 / Standard 10 / or equivalent, plus 3-5 years' experience in Human Resource Practices. Only shortlisted candidates will submit proof of current and previous work experience endorsed and stamped by the Human Resource Department. Recommendation: PERSAL Certificate. Computer Literacy. Valid driver's license Knowledge, Skills, Training And Competence Require Broad knowledge of Legislative framework governing the Public Service and HR Management Policies for Practices, Labour Relation and HR Development & Planning. Extensive knowledge of PERSAL System and the ability to draw and analyse PERSAL reports. Good supervisory and decision making skills and ability to work under pressure. Ability to maintain high level of confidentiality with effective records management (Registry duties) skills. Good Interpersonal Relations and problem solving skills. Working procedures in terms of ethical working environment. Able to deputize the Human Resource Manager in their absence.
- DUTIES** : Supervise and Undertake The More Complex Implementation And Maintenance Of Human Resource Administration Practices. Manage the day to day functioning of the section to ensure that the high quality of services is being provided in Human Resource Practices. Recruitment and Selection (Advertisements, Appointments, Transfers, Verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Debt Management, PILIR or etc.). Manage and maintain staff records on all types of leave, housing, injury on duty and related matters. Termination of service - supervise the process of payment of exit benefits for all staff exiting the public service in the institution. Recommend (approve) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Performance Management Supervise Human Resources/Staff Allocate and ensure quality of work. Personnel development and assess staff performance. Apply discipline or consequence management. Handle Human Resource Administration Enquiries Related To The Following: Labour Relation – Promotion of sound employer–employee relationships and minimize conflict within an institution. Monitor the implementation and adherence and advice to Labour Relations policies and procedures within the institution to deal with grievance, discipline and misconduct cases. Participate in the development of Staff Relations policies and collect statistics in respect of labour related issues. Human Resource Planning, Development and Training – Providing HR Planning, Training and Development services in a manner that will enable the CHC to deliver a sustainable, integrated and coordinated services. Participates in the formulation of HR Development policies and strategies in relation to Employment Equity, Workplace Skills Plan and Succession Planning. And ensures that the current policies used in the CHC and clinics are in line with the latest acts and regulations. Participate in the effectiveness of training as far as the performance of staff and the compilation of statistics of all training undertaken by the staff.
- ENQUIRIES** : Mr. D Reddy Tel No: 031 504 8135
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at

- P61 Mkhiwane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
- NOTE** : Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. OMN/LIND/01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021) Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
- CLOSING DATE** : 10 March 2023
- POST 07/259** : **ADMINISTRATION OFFICER: DISTRICT SUPPORT REF NO: CSL04/2023**  
Re-advertising of post number: CSL10/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Durban North  
: A 3-year National Diploma (NQF level 6) or higher in Public Administration together with a minimum of one-year administrative experience. A valid driver's license. Knowledge of the Constitution, Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills, Report writing skills, Financial Management skills.
- DUTIES** : Provide administrative support to the district. Manage all travel and accommodation arrangements. Provide logistic services. Render Supply Chain Management Services for the Office of the District Coordinator. Provide secretarial services to the district meetings. Source information required by the District Coordinator.
- ENQUIRIES APPLICATIONS** : Mrs. K.E Mbongwe Tel No. 033 - 3419300  
Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION NOTE** : Ms. S.S Ngcobo  
: Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023

<b><u>POST 07/260</u></b>	:	<b><u>FACILITY INFORMATION OFFICER REF NO: INA-FIO 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum. Other benefits: 13 <sup>th</sup> cheque, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional).
<b><u>CENTRE</u></b>	:	Inanda C Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Senior Certificate or equivalent. Degree/Diploma in information Technology/Management Information Systems Statistics/ Computer Science. Knowledge, Skills and Competencies Required: In depth knowledge and technical skills in information Health Systems and Data Management. Computer Literacy skills in basic programmes. Ability and skills to compile presentation and graphic presentation of facility health information/statistics. Ability to work under pressure and meet reporting deadlines. Good communication, interpersonal relations and problem solving skills. Data management, data research and understand /Regional/District health system (include Health and Management Information Systems), Sound public Health knowledge. Capturing skills and ability to operate office equipment e.g. Photocopiers, fax machine etc.
<b><u>DUTIES</u></b>	:	Coordinate the collection of quality routine and non-routine facility data and the maintenance of the institutional Health Management Information Databases. Ensure the maintenance and security of DHIS, TB/HIV information system. Supervision and ensuring that data capturees capture correctly and timeously all health information as per collection tools and various other health information. Ensure validation, completeness and integrity of all health information data. Compiling and presentation of facilities' monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Health information committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improvement provision of accurate and complete data through staff trainings on data management process/standards operating procedures/policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice towards managers and heads of departments regarding information technology and systems related needs e.g., completion of standardized collection tools and use of face value registers and IT policy related issues. Ensure the effective and economical management of all allocated resources of the Data Management office. Manage EPMS of staff in Data Management Office.
<b><u>ENQUIRIES</u></b>	:	Dr SCV Mncwango (CEO) Tel No 031-519 0455
<b><u>APPLICATIONS</u></b>	:	Application to be hand delivered to: The Human Resource Department, Inanda Community Health Centre, C135 Umshado Road, Inanda 4309 or Posted to The Human Resource Manager, Inanda C CHC, Private Bag X04, Phoenix 4080.
<b><u>NOTE</u></b>	:	Directions to candidates: the following documents must be submitted: Application for employment form (Z83) which is obtained at any Government Department or from Website-www.kznhealth.gov.za and a detailed CV only. Only shortlisted candidate will be requested to bring certified copies of qualifications.
<b><u>CLOSING DATE</u></b>	:	10 March 2023
<b><u>POST 07/261</u></b>	:	<b><u>ADMINISTRATIVE CLERK: FLEET MANAGEMENT REF NO: CSL05/2023</u></b> Re-advertising of post number: CSL07/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification together with a minimum of 1 year experience in fleet management. A valid driver's license. Relevant qualification recognised by SAQA and Practical knowledge of Fleet Services in the Public Service will be an added advantage. Knowledge of Transport policies and procedures, Departmental Policies, Understanding HRM practices in the Public Service, Public Service reporting procedures and work environment, Research and policy development processes, Interpretation of legislation, policies and statistics, understanding of all prescripts, practices and procedures, Interpretation and application of policies/legislation, Problem solving and analytical thinking, Computer skills, Communication, Negotiation skills.

- DUTIES** : To render an effective administrative service for Government vehicles and to ensure effective management and control. Allocate pool vehicles. Ensure maintenance of pool vehicles, including cleanliness of pool vehicles. Administer log sheets for pool vehicles. Provide administrative support, including compliance departmental policies and prescripts.
- ENQUIRIES APPLICATIONS** : Mr. V.V Khumalo Tel No: 033 - 3419300  
may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION NOTE** : Ms. S.S Ngcobo  
: Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023
- POST 07/262** : **MEDICAL SPECIALIST**  
Department: Paediatrics – Rheumatology
- SALARY** : Grade 1: R556.00  
Grade 2: R636.00  
Grade 3: R738.00  
No of Sessions Per Week: 10 (Each Session is equivalent to 1 hour)  
Nature of Appointment: Sessional – Not exceeding 12 months; subject to annual review Hourly Rate per Session
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Current registration with Health Professions Council as a Medical Specialist. Certificate in Sub-speciality: Paediatric Rheumatology will be an advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Specialist with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Six years relevant experience after registration as a Medical Specialist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Eleven years relevant experience after registration as a Medical Specialist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Knowledge and skills in Paediatric Rheumatology. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Assistance in medico-legal matters would be an advantage.
- DUTIES** : The candidate will be expected to work in the Paediatric Rheumatology – ward and clinics. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes. To assist in teaching when required.
- ENQUIRIES APPLICATIONS** : Prof PM Jeena Tel No: (031) 240 2046  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

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

- CLOSING DATE** : 24 March 2023
- POST 07/263** : **MEDICAL SPECIALIST: 10 HOURS SESSIONAL REF NO: MEDSPEC SESS RHEUM/1/2023 (X4 POSTS)**  
Department: Rheumatology
- SALARY** : Grade 1:R556.00  
Grade 2: R636.00  
Grade 3: R738.00  
Hourly Rate per Session
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MBCHB or equivalent qualification, FCP (SA) and Current registration as a Specialist Rheumatologist with the Health Professions Council of South Africa. Experience: **Grade 1:** No experience required. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. Rheumatology registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as Specialist Physician. **Grade 3:** Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Specialist Physician.
- DUTIES** : To efficiently execute duties which support the aims and objective of the Department of Rheumatology. To provide specialist care for in-patients and out-patients in the Department of Rheumatology as delegated by the Head of Department. To participate in the teaching and training of registrars in Internal Medicine and rheumatology. To participate in and contribute to all the education, training and research of the Department of Rheumatology.
- ENQUIRIES APPLICATIONS** : Dr K Chinniah Tel No: 031 240 1306  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People

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

**CLOSING DATE** : 24 March 2023

**DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

**APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

**FOR ATTENTION** : Mr C McDougall  
**CLOSING DATE** : 10 March 2023. (@ 16h00). Applications received after the closing date and time will not be considered.

**NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents)). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-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 the DPSA Directive on the implementation of competency

based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. 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 of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

**OTHER POST**

- POST 07/264** : **DEPUTY DIRECTOR: VETTING SUPERVISOR REF NO: P02/2023**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R908 502 per annum, (all Inclusive, flexible remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification in the field of Social/ Behavioural Science or Security Management or Law or Intelligence studies (NQF Level 6 or Higher), plus A minimum of 3 years junior management experience (Assistant Director Level) in vetting investigation, plus A valid driver's licence (minimum code B). SSA vetting course will be an added advantage. Knowledge, Skills and Competencies Required: Knowledge of minimum information security standards (MISS); knowledge of National Vetting Strategy guidelines; knowledge of National Vetting norms. Knowledge of relevant legislation: Constitution of the Republic of South Africa, Basic Conditions of Employment Act, 1997 (Act 75 of 1007), Labour Relations Act, 1995 (Act 66 of 1995), National Strategic Intelligence Act, 1994 (Act 39 of 1994), Promotion of the Administration of Justice Act,2000 (Act 3 of 2000), Public Finance Management Act, 1999 (Act 1 of 1999), Public Service Act,1994, Public Service Regulations, 2001, Protection of Information Act, 1982 (Act 84 of 1982) and Protection of Personal Information Act,2013 (Act 4 of 2013).Strong qualitative and quantitative analytical skills; report-writing skills; Experience in the use of Microsoft (MS) Office software packages, such as MS Word, MS PowerPoint and MS Excel, as well as the Internet. Critical competencies required are as follows: Planning and organising skills; communication and presentation skills; decision-making skills; ability to initiate action. Problem solving and analysis skills. Decision making skills. Programme and project management skills. Team leadership skills, analytical and creative skills. Financial management skills. Customer focus and responsiveness skills. Delegation and development of others' skills. Planning, organizing and execution skills. Ability to manage conflict. Insight and listening skills, language proficiency skills. Diplomatic skills. The ideal candidate should be approachable, team orientated, receptive to suggestions and ideas and an innovative thinker.
- DUTIES** : Manage the execution of fieldwork investigations within the Department. Provide effective communication channel and systems between the Department and other relevant agencies. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigation. Manage human resources.
- ENQUIRIES** : Mr B Tibe Tel No: 033 – 355 8088
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.



**PROVINCIAL ADMINISTRATION: LIMPOPO  
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** : The Director Human Resource Services
- CLOSING DATE** : 10 March 2023 at 16:00
- NOTE** : NB: Prospective Applicants should submit their applications on a new z83 form which is effective as at 01 January 2021 obtainable from any Public Service Department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Applications must be accompanied by a comprehensive curriculum vitae (Certified copies of identity document, driver's license, and qualifications will be requested from shortlisted candidates only). The specific reference number for each post must be quoted on the space provided for on the Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. The recommended candidate(s) for appointment will be subjected to Personnel Suitability check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) Act No. 3 of 2000. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer, Women and people living with disabilities are encouraged to apply.

**OTHER POST**

- POST 07/265** : **DATA CAPTURER REF NO: S.4/3/4/6 (X4 POSTS)**  
Component: Extended Public Works Programme
- SALARY** : R151 884 per annum (Level 04)
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 4) as recognized by South African Qualifications Authority (SAQA). Qualifications /Certificate in Data capturing will be an added advantage, MS Office Package / Computer Literacy. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of legislative framework governing the Public service. Knowledge of working procedures in terms of working environment. Job knowledge. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Good verbal and written communication skills.
- DUTIES** : Capture data from available records into required formats.e.g Database, tables and spreadsheets. Verify missing data and errors observed during data entry. Review and validate all data from the records. Submit data as required. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure that records and files are properly sorted and secured. Provide information to other components.
- ENQUIRIES** : Ms. Magdeline Mokonyane, Ms Ledwaba Elizabeth, Ms Mathebula Winneth, Ms. Phillipine Hanyane, Mr Malose Moabelo, Mr Mathume Mabilo, Mr Billy Seleka Tel No: 015 284 7353/ 7570/ 7578/ 7586/7663/ 7627/ 7607/ 7663.

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

**CLOSING DATE** : 10 March 2023

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) N.B. Applicants are advised to apply as early as possible to avoid disappointments. Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

**OTHER POSTS**

**POST 07/266** : **CLINICAL MANAGER (MEDICAL): GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/38**

**SALARY** : R1 227 255 - R1 362 063 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Amajuba Memorial Hospital (Gert Sibande District)

**REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2023). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's licence. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should

have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**

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

**ENQUIRIES**

: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS**

: Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

<b><u>POST 07/267</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1: (REPLACEMENTS) REF NO: MPDOH/FEB/23/39 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R858 528 - R924 876 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Carolina Hospital (Gert Sibande District) KwaMhlanga Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	MBCbB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<b><u>DUTIES</u></b>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 07/268</u></b>	:	<b><u>DENTIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/40</u></b>
<b><u>SALARY</u></b>	:	R833 340 – R924 876 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Embhuleni Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dentist. A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation,

collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 07/269** : **OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENT) REF NO: MPDOH/FEB/23/41**

**SALARY** : R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Paulina Morapeli CHC (Gert Sibande District)  
 Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

**DUTIES** : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 07/270** : **OCCUPATIONAL THERAPIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/42**

**SALARY** : R332 427 – R378 318 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Mapulaneng Hospital (Ehlanzeni District)  
 Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable).

Current registration with the HPCSA as an Occupational Therapist (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is be expected. Clinical experience in these fields will be beneficial.

**DUTIES** : Assess and treat all adult patient with Psychiatric disorder within allocated workload. Assist with clinical loads as needed. Partake allocated administrative duties. Adhere to provincial hospital and departmental policies, procedures, guidelines and instructions. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow correct channels of communication. Participate in CPD activities. To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 07/271** : **ORTHOPAEDIC FOOTWEAR TECHNICIAN GRADE 1 (REPLACEMENT)**  
**REF NO: MPDOH/FEB/23/43**

**SALARY** : R220 137 – R251 706 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Mapulaneng Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as a Footwear Technician (2023) (Independent Practice). At least 3-5 years' shoe making or relevant practical experience in the field of shoe making. A valid driver's licence is an inherent requirement. Service delivery innovation, problem solving and analysis, verbal, written communication, client orientation and customer focus skills. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies.

**DUTIES** : Measuring, manufacturing, fitting and servicing of Orthopaedic footwear devices, attend outreach clinics (PHC), together with Orthotist, train and supervise subordinates in footwear devices. Report on service delivery. Maintain stock and inventory for footwear. Assists in continuous development and training of self and personnel. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre that is in line with the National and Provincial strategies. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

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

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

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:  
The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 13 March 2023
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. The Department reserves the right not to make any appointment(s) to the above post. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

**OTHER POSTS**

- POST 07/272** : **OFFICE MANAGER: OFFICE OF THE HOD REF NO: NCDEDAT/2023/05**  
(Re-advertisement, applicants who previously applied must re-apply)
- SALARY** : R766 584 – R903 006 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Three year recognized National Diploma or degree in Economics/Public/Business Administration/Office Management or equivalent qualification, 3 – 5 years' experience at a junior management level/supervision, of which 3 years' experience should be in the administrative/secretariat and/ or

- related field, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excel & Power-point, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license.
- DUTIES** : Undertake policy or line function tasks as required, coordinate external strategic alliances between the office of the HOD and other stakeholders, provide support to the Head of Department, manage general support services in the office of the Head of Department, manage the resources of the Head of Department. To ensure that Office of the HOD functions effectively and efficiently. Management and general operations in the HOD Office; Develop and implement a Record Management System; Quality Assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the HOD; Manage the budget of the Office of the HOD and facilitate Logistics and Procurement processes; Staff Management and development. Skills & Knowledge: Relevant Public Service and departmental prescripts, Computer literacy, Verbal and written communication skill, Interpersonal skill, project management skill and working relations with other departments (National and Provincial), Private sector and colleagues.
- ENQUIRIES** : Ms M Musa Tel No: (053) 839 4076
- POST 07/273** : **ASSISTANT DIRECTOR: HARDWARE AND SOFTWARE SUPPORT REF NO: NCDE DAT/2023/06**
- SALARY** : R393 711 - R463 764 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office  
: Three year recognized tertiary qualification in in Information and Communication Technology. 3-5 years practical experience in an Information and Communication Technology environment. Experience in the development of policies/implementation strategies. Valid driver's licence will be an added advantage.
- DUTIES** : Manage data storage on servers. Implement and maintain departmental hardware and software resources. Manage departmental networks (WAN and LAN). Manage the IT helpdesk. Supervise hardware and software audit process. Supervise the ICT procurement process. Supervise ICT e-Infrastructure development. IT Governance. IT Service Management. Project Management. Skills & Knowledge: Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Problem solving, computer, numeracy, literacy, analytical, influencing, organizing and report writing skills. Client orientated. Commitment. Integrity. Professionalism and loyalty.
- ENQUIRIES** : Ms M Thomas Tel No: (053) 839 4070
- POST 07/274** : **PERSONAL ASSISTANT: TRADE AND SECTOR DEVELOPMENT REF NO: NCDE DAT/2023/07**
- SALARY** : R269 214 - R317127 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office  
: Grade 12. Diploma in Office Management. Computer Literacy. 2-3 years relevant experience. Valid driver's licence will be an added advantage.
- DUTIES** : To render effective and efficient secretarial and administrative support to the Executive Manager. To provide effective and efficient organizational support to the Executive Manager. Effectively and efficiently manage meetings of the programme. Effective and efficient handling and coordination of information/correspondence within the programme. Enhancing good image and communication with internal and external stakeholders. Skills & Knowledge: Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Problem solving, computer, numeracy, literacy, analytical, influencing, organizing and report writing skills. Client orientated. Commitment. Integrity. Professionalism. Loyal. Punctuality. Accuracy. Ability to work under pressure.
- ENQUIRIES** : Ms M Thomas Tel No: (053) 839 4070



**POST 07/275** : **SECRETARY: ECONOMIC RESEARCH AND POLICY DEVELOPMENT REF NO: NCDEDAT/2023/08**

**SALARY** : R181 599 – R213 912 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE REQUIREMENTS** : Kimberley Office  
: Grade 12 or equivalent. Relevant experience in administrative duties. Valid driver's licence will be an added advantage.

**DUTIES** : To render effective and efficient secretarial and administrative support to the Senior Manager. Ensuring the necessary travelling arrangements are made when Senior Manager is to travel. Liaise with other Senior Managers and Internal/External stakeholders regarding engagements of the office of the Senior Manager and the unit. Effectively and efficiently manage meetings of the sub-programme. Enhancing good image and communication with internal and external stakeholders. Record keeping, information management and distributing all incoming and outgoing documents. Skills & Knowledge: Communicate in English as well as an African language. Interpersonal and organizational skill. Computer literacy. Ability to work under pressure and in a team. Good interpersonal relations. Good interpersonal relations. Problem solving, planning and report writing skills. Client orientated. Committed. Integrity. Professionalism and loyal.

**ENQUIRIES** : Ms M Thomas Tel No: (053) 839 4070

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

**OTHER POST**

- POST 07/276** : **STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 07/2023**
- SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive salary package)  
: Department of Agriculture, Western Cape Government:  
Stellenbosch (X1 Post)  
Beaufort West (X1 Post)
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; 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. Recommendation: Experience in animal disease control. Competencies: Knowledge of the following: The interdependence of industries within the agricultural sector; Provincial legislative processes; Management; Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector. Skills needed: Communication (written and verbal); Interpersonal; Analytical; Problem solving; Negotiation; Planning and organisation; Strategic insight and planning; Motivational; Policy formulating; Change management; Diversity management; Computer literacy (MS Word, MS Excel, MS Powerpoint, MS Outlook).
- DUTIES** : Provide Veterinary Services through the implementation of relevant legislation and to mitigate the risks associated with animal diseases that impact the following fields: Animal Disease control, Import and Export Policy Control, Veterinary Public Health, Animal Welfare; Perform Epidemiology investigations.
- ENQUIRIES** : Dr G Msiza Tel No: (021) 808 5001/2 / 084 604 6705

**DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 13 March 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00,

you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 07/277** : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICES REF NO: CS 02/2023**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Department of Community Safety, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 1 year relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge of the following: Risk Management ISO 31000, Business Continuity Management ISO 22301, Information Security ISO 27001 and security risk management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

**DUTIES** : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.

**ENQUIRIES** : Ms K Schumann Tel No: (021) 483 4061

**POST 07/278** : **ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND COORDINATION REF NO: CS 03/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Community Safety, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years relevant experience in an administrative environment; A valid Code B (or higher) driving Licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Administrative processes; Public service reporting; Financial processes and Batho Pele principles; Written and verbal communication skills; Conflict resolution; Problem solving; Computer literacy.

**DUTIES** : Render assistance and support in the following: Departmental performance reporting processes; Strategic planning processes; Departmental service delivery improvement initiatives; Processes for the submission of governance performance information; People Management.

**ENQUIRIES** : Mr L Stofile Tel No: (021) 483 6674 / Lulama.Stofile@westerncape.gov.za

#### 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** : 13 March 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00,

you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 07/279** : **CFO SUPPORT OFFICER: FINANCIAL MANAGEMENT REF NO: CAS 06/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in finance or related; A minimum of 6 years relevant experience in finance; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Financial management; Information systems; Reporting procedures; Supply Chain Management; Applicable financial legislation such as the Public Financial Management Act; Skills needed: Analytical thinking; Planning and organising; Computer Literacy; Interpreting regulations; Formulation and evaluation; Conflict Management; Interpersonal relations; Project Management; Accounting; Finance; Research; Problem-solving; Economic, financial or statistical analysis; Presentation; Budgeting; Service-oriented; Communication (Verbal and written).

**DUTIES** : Conduct research and analyse information in support of the CFO strategic management process; Collate information from the budget, strategic plan, supply chain management prescripts and other statutory prescripts to enable the CFO to make informed decisions and give sound advice to the Accounting Officer pertaining to submissions with financial implications; Monitor and analyse the Department's policies and procedures to stay abreast with all current laws and regulations; Facilitate the compilation and management of draft financial prescripts, regulations, instructions, legislation and circulars; Manage the office budget and advise the CFO of any red flags; Facilitate the compilation of statistical trends, predictions and developments thereof; Create an enabling environment for effective and efficient office management and administration; Render administrative support with regard to transversal CFO initiatives; Administer the processes for the tabling of reports; Support the CFO in preparing, reviewing and distributing monthly, quarterly and annual financial reports; Drive effective knowledge management for the Directorate.

**ENQUIRIES** : Ms B Rutgers Tel No: (021) 483 9525

**POST 07/280** : **PERSONAL ASSISTANT: FINANCIAL MANAGEMENT REF NO: CAS 07/2023**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/administrative support services to management/ senior management. 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 and understanding of the following: Financial management; Information systems (LOGIS and BAS); Reporting procedures; Supply Chain Management; Applicable financial legislation such as the Public Finance Management Act; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Analytical thinking, Planning and organising, Computer Literacy, Interpreting regulations, Interpersonal relations.

**DUTIES** : Provide a secretarial/receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts and policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms B Rutgers Tel No: (021) 483 9525

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

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

**CLOSING DATE** : 13 March 2023

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

**OTHER POSTS**

**POST 07/281** : **DEPUTY DIRECTOR: GREEN ECONOMY PROGRAMMES (ENERGY), REF NO. DEDAT 01/2023**

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive salary package)  
: Department of Economic Development and Tourism, Western Cape Government  
: An appropriate 3-year tertiary qualification (B-Degree or higher qualification) in Chemical, Mechanical, Electrical Engineering or other Engineering Economics, Finance, Business, Legal, Sustainability or Environmental Sciences; A minimum of years 3 management level experience; A minimum of 5 years project management experience. Recommendation: Relevant post-graduate academic qualification in energy or related field; Proven experience in Economic Development and Energy and/or green technologies sector; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Applied Strategic Thinking, Creative Thinking, Decision making, Computer Literacy, Problem-solving, Communication (written, verbal and public) skills; Applying Expertise and Technology; Analysing, Learning and Researching, Creating and Innovating, Formulating Strategies and Concepts, Planning and Organising, Adapting and Responding to change, Coping with Pressures and Setbacks; Impact & Influence and networking; Organisation, Communication & Effectiveness; Self-management; Team membership; Continuous improvement; Diversity Management.

**DUTIES** : Develop, co-ordinate and manage strategies relevant to the Green Economy sub-directorate; Develop, coordinate and implement Unit's projects and programmes aligned to the overall Energy Strategy; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub- directorate's responsibility; Management of the human resources of the sub directorate to achieve the pre-determined performance indicators and service delivery imperatives; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES** : Mr L. Pick Tel No: (021) 483 9476

**POST 07/282** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 03/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Economic Development and Tourism, Western Cape Government  
: An appropriate 3 year tertiary qualification (Advanced Diploma/B-Degree or higher) in Supply Chain Management or Financial Management; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation/policies; LOGIS and IPS/e-PS. Skills needed: Computer literacy in MS Office Package (Word,

- DUTIES** : Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.
- ENQUIRIES** : Coordinate and execute the quotation and bidding processes; Ensure prevention of fraud and abuse of the SCM system interventions; Monitor, analyse and determine actions to ensure compliance with contract management; Manage commitments and accounting; Staff supervisory functions; Uphold service delivery and standards.
- POST 07/283** : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DEDAT 10/2022 R1**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 1 year experience in a financial accounting environment. Recommendation: Tertiary qualification in Internal Auditing or Accounting. Competencies: Knowledge in the following: National Treasury Regulations; Provincial Treasury Instructions); Accounting standards; Communication (written and verbal) skills; Proven computer literacy (MS Office); Ability to work independently and as part of a team.
- DUTIES** : Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.
- ENQUIRIES** : Mrs B Mott Tel No: (021) 483 9088

#### **DEPARTMENT OF HEALTH**

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

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

#### **MANAGEMENT ECHELON**

- POST 07/284** : **DIRECTOR: FINANCIAL ACCOUNTING**  
Chief Directorate: Financial Management
- SALARY** : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Finance or related field as recognized by SAQA. A Professional Qualification (ACA, CA, CPA, CIMA or equivalent) would be advantageous. Pre-entry Certificate for the Senior Management Services. Note Candidates not in possession of this entry requirement can still apply. However, course must be completed before appointment can be finalised. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in financial governance, financial accounting and management accounting services with at least 5 years' experience at a middle/senior managerial level. Inherent requirements of the job: A valid driver's license and willingness to travel. Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong communication skills as the role is required to deal with individuals from junior to senior level and global peers. Advanced Systems and applications experience. Good report writing and presentation skills. Strategic thinker with ability to respond fast, decisively, and appropriately to rapidly changing situations. Knowledge of the following is critical: Financial Acts and Regulations; Financial Reporting

Standards. Knowledge and/or understanding of the following would be advantageous: Health and Health Systems intelligence would be advantageous (specifically public health) Global, regional, and local political, economic and social affairs impacting on the provincial government of the Western Cape. Program and project management.

- DUTIES** : Responsible for effective Departmental financial policies, systems and processes, and adherence thereof. Oversee all financial accounting operational functions of the Department. Produce Interim (quarterly) and Annual Financial Statements to ensure an unqualified audit opinion as well as managing the external audit process in a cost-effective manner. Drive and coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continuous basis the purpose, objective, priorities and activities of the Directorate. Active involvement in the development and management of the strategic and business plans for the Directorate. Develop constructive, collaborative relationships with other sections within the Department as well as external partners where relevant. Overall responsible for people management and development and Financial Management of the Directorate.
- ENQUIRIES APPLICATIONS** : Mr G Carrick Tel No: (021) 483-4292
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying this post. Short-listed candidates may be subjected to competency test/practical assessment.  
17 March 2023

#### **OTHER POSTS**

- POST 07/285** : **DEPUTY DIRECTOR: SERVICE IMPROVEMENT**  
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Office of the Director Clinical Services Improvement  
Minimum educational qualification: Appropriate 4-year Health related national diploma or degree or equivalent registerable with South African statutory health professions body. A post graduate qualification in Public Health. Experience: Appropriate experience leading and managing improvement projects and initiatives. Appropriate experience in managing and coordination of public health programmes or systems. Inherent requirements of the job: A Valid driver's license. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Good project management skills. Sound written and communication skills in at least two of the three official languages of the Western Cape. Advanced computer literacy. Be familiar with the legal, policy, managerial and clinical aspects of the public health programmes/interventions and services. Strong deciding and respond to change. Sound presenting and communicating information. Good change management and ability to work well with stakeholders at all levels.
- DUTIES** : To Coordinate and facilitate the development of service improvement initiatives to improve effectiveness, efficiency and equity throughout the service care continuum, using improvement science methodologies. To establish and drive the Solutions Factory concept. To build capacity and leadership to ensure a culture of continuous improvement in the Western Cape Province. Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Cape Province. Management of Financial and Human resources.
- ENQUIRIES APPLICATIONS** : Ms L Najjaar Tel No: (021) 815-8865
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post. Candidates may be subject to practical test and competency assessment.  
17 March 2023
- POST 07/286** : **DEPUTY DIRECTOR: INNOVATIONS & PROTOTYPING**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Office of the Director Clinical Services Improvement  
 : Minimum educational qualification: A post graduate qualification in Public Health. Appropriate 4-year Health related national diploma or degree or equivalent registerable with a South African statutory health professions body. Experience: Appropriate experience in managing and coordination of public health programmes or systems. Appropriate experience leading and managing innovations or improvement initiatives. Inherent requirements of the job: Valid driver's licence. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Advanced computer literacy. Critical thinking skills. Deep knowledge of the programmes, services and service delivery model of the Department. Good creating and innovating skills and ability to work well with stakeholders at all levels. Good leadership and Governance. Good project management Skills. Sound written and communication skills in at least two of the three languages of the Western Cape.

**DUTIES** : Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Cape Province. Management of Financial and Human resources. To create a culture for innovation at all levels in the healthcare system. To establish and maintain the provincial digital hub. To establish, facilitate and support the innovation hubs across the province. To identify, plan and coordinate innovation opportunities.

**ENQUIRIES APPLICATIONS** : Ms L Najjaar Tel No: (021) 815-8865  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to practical tests and competency assessment.

**CLOSING DATE** : 17 March 2023

**POST 07/287** : **HEALTH DATA SCIENTIST (X2 POSTS)**  
 Head Office, Cape Town

**SALARY** : R491 403 per annum

**CENTRE REQUIREMENTS** : Directorate: Health Intelligence (Based at 4 Dorp Street, Cape Town)  
 : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in handling and manipulating large datasets using enterprise database technologies. Appropriate experience in building SQL-based ETL processes. Appropriate experience in advanced SQL programming. Appropriate experience building web-based reports, preferably using enterprise reporting tools. Appropriate experience team-based software development and management approaches. Appropriate experience data analysis based on large datasets. Appropriate experience with health data would be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.

**DUTIES** : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis and developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.

**ENQUIRIES APPLICATIONS** : Prof A Boulle, Email: [Andrew.Boulle@westerncape.gov.za](mailto:Andrew.Boulle@westerncape.gov.za)  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 17 March 2023

**POST 07/288** : **PERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: ARV)**  
 Chief Directorate: Metro Health Services

**SALARY** : R464 466 (PN-A5) per annum

**CENTRE** : Khayelitsha Community Health Centre



- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel). Experience in working in an HAST (TB + ARV) setting.
- DUTIES** : Provide an effective and efficient comprehensive HIV/ARV primary healthcare package. Plan and organise clinics, complete and sign off statistics. Involvement in community outreach projects to achieve targets and health education of patients and public staff/health care users. Financial planning and maintaining indirect controlling of expenditure. Professional development of staff, i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level. Collaborate with NPO to achieve targets and improve quality care.
- ENQUIRIES** : Mr DB Desmond Tel No: (021) 360 5207
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 17 March 2023
- POST 07/289** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)**  
West Coast District
- SALARY** : Grade 1: R400 644 (PN-B1) per annum  
Grade 2: R492 756 (PN-B2) per annum
- CENTRE** : Lutzville CC (1 post)  
Klawer CC (1 post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willing to travel and work extended hours. Willing to work on the mobile health clinic bus. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
- DUTIES** : Effective management and execution of relevant curative programs (i.e., treatment of patients; adults and children). Effective management and execution of the child health program (i.e., administering of immunizations, weight monitoring and developmental screening). Effective management and execution of women's health services (i.e., ante natal and post-natal care and reproductive health services). Effective management and execution of the HAST program (i.e., TB, STI, HIV/AIDS management). Effective management of human resources (SPMS management, employee wellness, labour relations, training, and development). Adherence to budgetary requirements (i.e., budgeting and asset management) as well as Ideal Clinic standards.
- ENQUIRIES** : Lutzville - Ms SL Saul Tel No: (027) 217-1049, Klawer – Ms AJ Meyer Tel No: (027) 216-1216

<b><u>APPLICATIONS</u></b>	:	The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms M Tangayi
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48).
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/290</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROJECT MANAGER (INFORMATION MANAGEMENT)</u></b> Directorate: Information Management (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, plus 37% in lieu of service benefits Head Office, Cape Town Minimum educational qualification: Appropriate three- year National Diploma/Degree (Information Technology, Information Management, Information Systems). Experience: Appropriate experience in Information System Project Management. Appropriate experience in implementing Health Information Systems, but not limited to WCG. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and be away from home. Competencies (knowledge/skills): Good presentation, communication and writing skills. Good analytical and problem-solving skills. Good interpersonal skills and ability to collaborate with others and to work as part of a team. Ability to work under pressure. Good time management skills. In depth knowledge in Information Management. Knowledge of Information Technology and computer hardware Knowledge of BMC call logging system. Advance knowledge in Project Management. Advance Computer literacy (MS office suite) including MS Project. Familiar with health information systems like Persal, Adverse Incident Monitoring System, PHCIS, Clinicom, HECTIS, CAReS, etc. Experience in systems training to individual and large groups. Excellent numerical, analytical communication, interpersonal and teamwork skills. Knowledge of Change management. Knowledge of health services in the Western Cape. Proficiency in at least two of the three official languages of the Western Cape. In Depth Knowledge of system implementation. Excellent leadership skills. Excellent report writing skills. Excellent presentation and communication skills. Teamwork. Excellent time management.
<b><u>DUTIES</u></b>	:	Plan and co-ordinate key eHealth client projects. Identify and mitigate risks in time for the project to be successfully implemented. Participate in health Information Co-ordination activities as a member of the information management team. Manage eHealth project resources and co-ordinate project forums/meetings. Updating open calls via BMC. Manage hardware rollout to facilities. Facilitate and assist with Change Management and document all changes. Assist with work process mapping and re-engineering. Facilitate training to end users. Oversee implementation, user support, administration and Maintenance of systems implemented in eHealth projects. Facilitate and provide hands on support to eHealth systems, including assisting with access management, feedback to managers and users, updating Project plans and writing reports. Provide end user support for hardware, applications, and systems. Provide facilities with telephonic and online support when needed. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements for eHealth projects. Create and maintain comprehensive project documentation for eHealth projects.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Vundle Tel No: (021) 483-3115
<b><u>NOTE</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 07/291</u></b>	:	17 March 2023
<b><u>POST 07/291</u></b>	:	<b><u>QUALITY ASSURANCE MANAGER</u></b> Chief Directorate: Metro Health Services

**SALARY** : R393 711 per annum  
**CENTRE** : Stikland Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience in a hospital or health service environment. Inherent requirement of the job: Valid driver's license (code B/BE). Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework as well as the Occupational Health and Safety Act. -Teaching and training. Clinical document auditing. Knowledge of infection control practices. Understand patient information systems and the ability to interpret reports and recommend changes to improve data collection systems. Ability to understand and apply the patient safety incident management framework of existing legislation. Ability to think and function independently and to critically analyse data. Excellent report writing skills. Ability to work under pressure and meet tight deadlines. Analytical, problem solving and positive interpersonal skills. Operations of computer technology, i.e: word, PowerPoint, outlook, internet and excel. Working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards. Computer literacy in the full Microsoft Office Package.

**DUTIES** : Manage, evaluate and report on all aspects of the quality assurance program. Manage, evaluate, report on and respond to consumer input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Prepare management reports and provide statistical data. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Involve quality assurance committees, champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture change are recognised and rewarded. Identify best practice and help units to implement them to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Coordinate all aspects of the Ideal Hospital Framework, including assessments and activities for accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints and various other related committees to improve quality of care and service user's satisfaction.

**ENQUIRIES** : Ms E Silence Tel No: (021) 940-4402  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 March 2023

**POST 07/292** : **ARTISAN FOREMAN GRADE A (REFRIGERATION /AIR-CONDITIONING)**  
 Directorate: Engineering and Technical Support

**SALARY** : R318 090 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Appropriate five years post qualification experience in a relevant field. Inherent requirements of the job: A valid (Code B/EB) driver's license. Good communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Registration with 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 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.
<b><u>ENQUIRIES</u></b>	:	Mr L Semono Tel No: (021) 830-3770
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/293</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R269 214 per annum
<b><u>CENTRE</u></b>	:	Wesfleur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of Supply Chain Management (Warehouse, Procurement and Assets). Appropriate working experience on BAS and LOGIS system. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations Sound knowledge of all financial management systems and regulations: BAS, LOGIS, Financial and treasury instructions PFMA, BMI. Advanced computer literacy (MS Word, Excel and Outlook).
<b><u>DUTIES</u></b>	:	Ensure that documents of demand and acquisition are done according to policies and protocols. Warehousing supervision is adhered to; ensuring stock levels are maintained and available upon demand. Internal control is met with valid contracts, including supervision of theft and losses, and stock control. Systems management of Logis is done on a daily, weekly, monthly basis to ensure compliance. Asset Management managed according to Asset Management control, barcoding, counting as per arrangement with SCM head. All Reporting of SCM are correct and submitted within the timeframe. HRM/HRD/Supervision of all SCM personnel and provide training when needed.
<b><u>ENQUIRIES</u></b>	:	Ms SBM Prinsloo Tel No: (021) 816-8558
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/294</u></b>	:	<b><u>ADMINISTRATION CLERK: REGISTRY</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate medical records experience in a health environment. Appropriate Clinicom experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. Good verbal and written communication skills in at list two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running of a medical records department, good understanding of the department protocols, Acts, and hospital fees, policies and procedures – Chapter 18.
<b><u>DUTIES</u></b>	:	Render an effective and efficient Medical Records service according to DOH policies. Maintain and Repair patient folders and prepare case notes for Archiving. Complete relevant Clinicom system transactions. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system and attending

to relevant queries (verbal, written and systematically). Maintain an effective filling system co-operation and support to Supervisor, Colleagues, and members of the Management team. Relieve in other departments as operationally required.

**ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833 9445  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : Short listed candidates may be subjected to a practical. No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 March 2023

**POST 07/295** : **DRIVER (LIGHT DUTY VEHICLE)**  
Garden Route Health District

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Riversdale Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy (ability to read, write and basic numeric skills.). Experience: Appropriate driving experience in transportation of personnel and goods. Inherent requirement of the job: Valid (C1/EC) (Code B/EB) drivers' licence) with a valid Public Driving Permit. Willingness to work after hour standby duty and overtime. Sound communication with internal and external clients (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Ability to lift heavy items. Dress according to departmental specifications. Must have sober habits. Competencies (knowledge/skills): Ability to effectively multi-task, function independently, under pressure, unsupervised and to accept accountability and responsibility. Knowledge of transport regulations.

**DUTIES** : Transport of official passengers, post, packages, medicine and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes, procedures and Road Traffic Act. Ensure accurate completion of logbooks and routine administration. Ensure all vehicles are kept clean and tidy. Effective delivery and collection of all blood products and specimens. Upload, unload and delivery of medication, goods, packages and equipment within the Hessequa Sub-District and PGWC. Support and relief duties to supervisor when required. Perform routine administrative duties when required and respond to emergencies when necessary.

**ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 March 2023

**POST 07/296** : **GENERAL WORKER (STORES ASSISTANT)**  
Chief Directorate: Emergency and Clinical Services Support)  
Directorate: Pharmacy Services, Cape Medical Depot

**SALARY** : R107 196 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Experience in a warehouse environment. Inherent requirements of the job: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits. Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES** : Loading and offloading of stock on the trucks and vans. Move goods to and from different sections via a pallet jack or forklift. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Preparation of stock for collection by demanders. Maintain hygiene in the area.

**ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood  
**NOTE** : No payment of any kind is required when applying this post. Candidates may be required to do a practical test.  
**CLOSING DATE** : 17 March 2023

**POST 07/297** : **MESSENGER**  
Chief Directorate: Metro Health Services

**SALARY** : R107 196 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate messenger service experience. Inherent requirement of the job: Valid code B driver's License. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. -Ability to work independently and unsupervised. Basic computer literacy skills.

**DUTIES** : Collect, distribute documents and mail in the hospital. Deliver, collect mail and postbag to the post office. Opening of mails. Updating of notice boards. Assist the registry with daily functions if and when required. Perform driving duties as indicated.

**ENQUIRIES** : Mr C Alexander Tel No: (021) 503-5016  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Potential candidates might be subjected to a competency test.

**CLOSING DATE** : 17 March 2023

**POST 07/298** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Contract until 31 March 2025)

**SALARY** : R107 196 per annum, plus 37% in lieu of Service benefits  
**CENTRE** : Laingsburg Hospital & Primary Health Care Clinic  
**REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy (ability to read, write and basic numeracy skills) Experience: Appropriate motor-vehicle driving experience. Inherent requirement of the job: Valid Code B/EB motor-vehicle driver's license. After hours standby duties. Ability to lift heavy items. Must have sober habits. The ability to communicate in two of the three official languages of the Western Cape. Competencies (Knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Regulations Willingness to work after hour standby duty and overtime.

**DUTIES** : Transportation of post, packaging, equipment, goods and official passengers. Ensure proper maintenance of fleet vehicles. Administration and processing of government vehicle documentation eg.log sheets Support to Supervisor eg. Ideal hospital audits relating to transport. Assist with management of hospital store.

**ENQUIRIES** : Ms C Bothma Tel No: (023) 814-2015  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 March 2023

**POST 07/299** : **EMS SESSIONAL CLEANER (X11 POSTS)**  
Chief Directorate: Emergency and Clinical Support Services  
(3 Year Contract: 01 April 2023 – 31 March 2026)

**SALARY** : 10 hours per week @ R70.60 Per hour  
**CENTRE** : EMS Cape Winelands Stations: De Doorns, Touwsriver, Robertson, Bonnievale, Montagu, Ceres, Tulbagh, Paarl, Stellenbosch, Wellington, EMS Overberg Stations: Hermanus, Bredasdorp, Caledon Operations & Communications, Grabouw, Swellendam, Botrivier, Villiersdorp, Riviersonderend, Barrydale, EMS West Coast Stations: Bitterfontein, Vredendal, Citrusdal, Clanwilliam, Lamberts Bay, Darling, Porterville, Vredenburg, EMS Central Karoo Stations: Murraysburg, Prince Albert, Laingsburg, EMS Garden Route Stations:Plettenburg, Knysna, Mosselbay, Riversdale, Heidelberg, Calitzdorp, Oudtshoorn, Dysselsdorp, Ladismith, George Rescue Base & Fleet office

**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a hospital / health facility environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in different

- departments according to operational needs and requirements. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices.
- DUTIES** : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Effective Maintenance & removal of Medical and Domestic Waste. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Effective maintenance of grounds. Optimal support to Facility manager, supervisor and colleagues.
- ENQUIRIES** : EMS Winelands District Office - Mr I Naidoo Tel No: 023 346 6022 / Ms A. Botha Tel No: 023 346 6022  
 EMS Overberg District Office – Ms H Esterhuizen Tel No: 028 312 1063 / Mr M Jacobs Tel No: 028 284 9100, EMS West Coast District Office – Mr E Pedro, Tel No: 022 433 8853 / Ms S. Andrew Tel No: 022 433 8853  
 EMS Garden Route District Office Mr L Nankoo Tel No: 044 802 2517 / Ms L. Jacobs Tel No: 044 802 2521  
 EMS Central Karoo District Office – Mr J Jansen Tel No: 023 449 8202 / Ms L. Jacobs Tel No: 044 802 2521
- APPLICATIONS FOR ATTENTION** : Director Emergency Medical Services, Private Bag X24, Bellville 7530.  
**NOTE** : Ms M Lambert  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 10 March 2023

**DEPARTMENT OF LOCAL GOVERNMENT**

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

**OTHER POSTS**

- POST 07/300** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INVESTIGATION) REF NO: LG 12/2023 (X2 POSTS)**  
 (12 Months Contract)
- SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification) in the field of Forensics, Commerce, Law, Auditing or related; A minimum of 3 years relevant management level experience; 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. Recommendation: Experience in local government law, criminal law, administrative law, forensic investigations and criminal prosecutions. A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes;

Financial management prescripts and processes; Communication (written and verbal) skills; Proven computer literacy in Ms Office Package; Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with law enforcement and other organs of state; Problem-solving and negotiation skills; Ability to work under pressure and meet deadlines; Goal orientated and driven.

**DUTIES** : Plan, conduct, assess and report on Investigations in terms of Section 106 of the Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Compile accurate and good quality performance information; Manage performance targets and reports; Submit Monthly and Annual reports; Manage the: Human resources of the component to achieve the pre-determined performance and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Component's budget and manage expenditure, through responsible implementation of practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES** : Adv G Birch Tel No: (021) 483 3113

**POST 07/301** : **ASSISTANT DIRECTOR: SPECIALISED SUPPORT REF NO: LG 11/2023 (X2 POSTS)**  
(12 Months Contract)

**SALARY** : R393 711 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in Commerce, Law, Auditing, Forensics or related field; A minimum of 3 years relevant experience; 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. Recommendation: Experience in conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: Conducting investigations into economic crime within the public sector; Legislation, prescripts, policies, acts and procedures; Proven computer literacy; Planning and organising skills; Communication (written and verbal) skills; Ability to work independently and within a team; Project management skills; Problem solving skills.

**DUTIES** : Plan, conduct, assess and report on investigations in terms of Section 106 of Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Performance and information management and reporting; Perform an oversight role over expenditure in terms of the procurement of service providers and consultants.

**ENQUIRIES** : Ms J Louw Tel No: (021) 483 9071

#### **DEPARTMENT OF THE PREMIER**

**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** : 13 March 2023

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

#### **OTHER POSTS**

**POST 07/302** : **DEPUTY DIRECTOR: MONITORING AND AWARENESS REF NO: DOTP 20/2023**



**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher qualification) in Social and Administrative Sciences or related qualifications as recognised by SAQA; A minimum of 3 years relevant middle management experience; A valid code B (08) driving licence. Recommendation: Social policy expert/Children's Rights expert; LLB/ LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge of the following: Advocacy; Social policy; Child rights; Research and governance; Public budgeting; Needs, interests and rights of children; Critical issues and challenges which children face and stakeholders within the sector; Provincial executive support systems and services; Strategy development, strategy management and strategy monitoring and review processes and tools development; Good corporate governance norms and standards; People Management processes; Financial Management processes; Behavioural competencies: Applying Expertise and Technology; Presenting and Communicating Information; Adhering to Principles and Values; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Relating and Networking; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant social policies and child rights tools ; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.

**DUTIES** : Manage the monitoring of the level of service delivery to children in the Western Cape; Monitor the implementation of legislation, international conventions and agreements relating to children in the Western Cape; Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Report on the activities of the Children's Commissioner; Perform managerial tasks with regard to the Subdirectorate.

**ENQUIRIES** : Ms D Reid - Donelle.Reid@westerncape.gov.za

**POST 07/303** : **ASSISTANT DIRECTOR: MONITORING AND AWARENESS REF NO: DOTP 19/2023 (X2 POSTS)**  
 (Contract for a 24 Month Period)

**SALARY** : R393 711 per annum (Level 09), plus 37% in lieu of service benefits  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social and Administrative Sciences or related qualification as recognised by SAQA; A minimum of 3 years' relevant experience; A valid code B driving licence. Recommendation: Social policy expert/Children's Rights expert; LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge in the following: Social policy; Child rights; Public communication, public education, public engagement and discourse management processes; People management processes; Financial management processes; Research methodologies; Public sector monitoring and evaluation practices; Needs, interests and rights of children and stakeholders within the sector; Critical issues and challenges which children face; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Deciding and initiating action; Entrepreneurial and commercial thinking; Skills: Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

**DUTIES** : Monitor the level of service delivery to children in the Western Cape; Monitor the implementation of legislation, international conventions and agreements relating to children in the Western Cape; Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Conduct research with regards to the rights and interests of the children in the Western Cape; Report on the activities of the Children's Commissioner; Perform supervisory functions.

**ENQUIRIES** : Ms D Reid - Donelle.Reid@westerncape.gov.za

**POST 07/304** : **CHIEF ANALYST DEVELOPER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 27/2022 R1**

**SALARY** : R393 711 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	: Department of the Premier, Western Cape Government : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 3 years' experience in systems development and analysis. Recommendation: Extensive experience in systems analysis, testing and implementation; Experience in .Net/ASP.NET, (PL SQL, HTML) ,Oracle Apex, ORACLE Database and integration with Opentext ECM. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<b><u>DUTIES</u></b>	: Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training. Systems analysis: Develops functional and technical specifications to meet the business needs of the client. Software development: Constructs and implements application programs. Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<b><u>ENQUIRIES</u></b>	: Mr W.M. Malan Tel No: 021 483 4522 or 082 443 1166
<b><u>POST 07/305</u></b>	: <b><u>PERSONAL ASSISTANT: INTERNAL AUDIT REF NO: DOTP 18/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R269 214 per annum (Level 07) : Department of the Premier, Western Cape Government : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/administrative support services to management/ senior management. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	: Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
<b><u>ENQUIRIES</u></b>	: Ms B Cairncross Tel No: (021) 483 6837
<b><u>POST 07/306</u></b>	: <b><u>CHIEF HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 15/2023 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R269 214 per annum (Level 07) : Department of the Premier, Western Cape Government : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Recommendation: A 3 year tertiary qualification; PERSAL Introductory and Persal Personnel Administration certificate; Working knowledge of service conditions e.g. Injuries on Duty, Allowances, Deductions, Salary Maintenance and Long service awards and pension administration. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Compensation for Occupation Injuries and Diseases Act and Labour Relations Act; PSCBC resolutions; Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written, verbal and presentation) skills; Strong leadership skills.
<b><u>DUTIES</u></b>	: Supervise and undertake the more complex implementation and maintenance of people management administration practices (Injury on Duty, Allowances, Salary maintenance and deductions); Prepare reports on people management administrative statistics; Provide people management practices advisory services; Ensure the registration of new Injury on Duty cases with the Compensation Commissioner and the execution of transactions related to

Injury on Duty; Administer and liaise on pension administration matters in conjunction with GEPF; Auditing of files in preparation for the Auditor-General process in terms of Injury on Duty and other service conditions (e.g. Allowances).

**ENQUIRIES** : Ms F Solomons Tel No: (021) 483 3307

**POST 07/307** : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 14/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Department of the Premier, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification. Recommendation: Human resource management experience; PERSAL Introduction certificate. Competencies: Good understanding of the following: Legislative framework that governs Human Resource; Service Conditions; Ability to work well under pressure with strict confidentiality requirements; Meet deadlines; Skills in the following: Computer literacy in MS Office Package; Ability to work independently and as part of a team; Communication skills (written and verbal).

**DUTIES** : Administer various service conditions and service benefits (i.e Pension administration allowance payments, Injury on duty, long service recognition, Housing allowance and salary administration); Responsible for updating of databases; Liaison with call centre and Customer Relations Unit (CRU) managers and other departments; Drafting of formal correspondence and letters, (i.e. memorandums, e-mails).

**ENQUIRIES** : Ms F Solomons Tel No: (021) 483 3307

#### **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** : 13 March 2023

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

#### **OTHER POST**

**POST 07/308** : **FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE (PFMA) REF NO: PT 03/2023**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Provincial Treasury, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in internal audit, auditing, accounting or governance; Minimum of 3 years relevant experience in a financial governance environment. Recommendation: Working knowledge of report writing and administrative procedures relating to financial legislation. Competencies: Knowledge of the following: Administrative procedures relating to financial legislation; Norms and standards (PFMA), Treasury Regulations, National and Provincial Treasury Directives and the financial governance environment, including the internal audit framework; Verbal and written communications skills, including report writing; Ability to think analytical and use data to acquire insights.

**DUTIES** : Research, develop and update financial governance norms and standards; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the CGRO or other relevant governance monitoring; Maintain, rollout and update the Governance

Framework according to the need of the environment; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Support institutions with implementation of the governance framework; Project Management.

**ENQUIRIES** : Mr J Facoline Tel No: (021) 483 4388

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**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** : 13 March 2023

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

#### **OTHER POSTS**

**POST 07/309** : **SOCIAL RESEARCHER: RESEARCH REF NO: DSD 12/2023**

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate Post-graduate (Honours or higher qualification) in Social Science Research; A minimum of 3 years scientific research experience. Competencies: Knowledge of the following: Social policy research; Social survey methods; Latest advances in public management theory and practice; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project coordination; Skills needed: Proven computer literacy; Written, presentation and verbal communication; Conflict resolution; Monitoring, evaluation and reporting; Planning, organising and people management; Project management; Strategic thinking; Conceptual and formulation; Ability to display thought leadership in complex applications; Interpersonal; Report writing; Database management; Interpretative and conceptualisation or formulation ability; Ability to: Render advice and guidance in an objective yet dedicated manner; Multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuade and influence; Handle conflict; Lead and direct teams of professional and service provider; Innovative; Pragmatic; Creative; Self-motivated; Assertive.

**DUTIES** : Design and plan social research programmes; Supervise and conduct own, commissioned research and other programme related activities; Disseminate and advocate research findings and results; Develop and evaluate new research methods; Human resource management; Client liaisoning.

**ENQUIRIES** : Mr G.D. Miller Tel No: (021) 483 4168/ [Gavin.Miller@westerncape.gov.za](mailto:Gavin.Miller@westerncape.gov.za)

**POST 07/310** : **SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES (KRAAIFONTEIN) REF NO: DSD 11/2023**

**SALARY** : R401 691 - R465 669 per annum, (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendation: Experience within a secure care centre environment. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and

processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

**DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES** : Ms M Jonkerman Tel No: (021) 826 6040

**POST 07/311** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (OVERSTRAND) REF NO: DSD 14/2023**

**SALARY CENTRE REQUIREMENTS** : R401 691 - R465 669 per annum, (OSD as prescribed)  
 : Department of Social Development, Western Cape Government  
 : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

**DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES** : Ms M Arendse Tel No: (023) 348 5300

**POST 07/312** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (FACILITY MANAGEMENT)- KRAAIFONTEIN REF NO: DSD 10/2023**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
 : Department of Social Development, Western Cape Government  
 : An appropriate 3-year tertiary qualification (Bachelors Degree or higher) in Human Resource, Financial management, Social Sciences or Quality Assurance/Investigative fields; A minimum of 3 years supervisory level experience in a secure facility environment. Competencies: Knowledge of the following: Facility management and quality assurance and in-depth interventions; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project management processes; Skills needed: Strong conceptual and formulation; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal; Written and verbal communication; Problem solving and decision making; Financial management; Change management; Problem solving and analysis; Client orientation and customer focus.

**DUTIES** : Facilitate the budgeting process for facilitymanagement and inspections; Manage and oversee the supply chain process for the component and insourced facilities; Manage all financial administration services for component

and insourced facilities; Manage all logistical and administrative support services to ensure coordination between insourced and outsourced facilities; Management of staff; Human resource management.

**ENQUIRIES** : Ms M Jonkerman Tel No: (021) 826 6040

**POST 07/313** : **PERSONAL ASSISTANT: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 09/2023**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/administrative support services to management/ senior management. Recommendation: Experience in social work services. Competencies: Knowledge and understanding of the following: Regulations, policies, prescripts and procedures; Financial Administration; Skills needed: Written and verbal; Telephone etiquette; Proven computer literacy; Organising; Reliable; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Self management and motivation.

**DUTIES** : Provide a secretarial and receptionist support service to the manager; Renders administrative support services; Supports the manager regarding meetings; Supports the manager with the administration of the managers budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

**ENQUIRIES** : Ms A van Reenen Tel No: (021) 483 0567

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE** : 13 March 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 07/314** : **ASSISTANT DIRECTOR: REPORTING (FINANCIAL ACCOUNTING) REF NO: TPW 41/2023 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting or related; A minimum of 3 years supervisory experience in a Financial Accounting, Financial Management, Auditing or similar environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Proven computer literacy; Standard Chart of Accounts; Compilation of financial statements; Auditing. Competencies: Knowledge of the following: Financial Statements, reporting, audit, and applicable legislation; Government Financial Systems: (BAS / LOGIS / PERSAL /SCOA); Skills needed: Financial and Analytical; Problem solving and decision making; Written and verbal communication.

**DUTIES** : Manage the preparation of interim and annual financial statements; Manage, review, and provide interim and annual financial statement inputs and requirements; Manage and maintain month end closure processes and in year monitoring reports; Manage financial systems; Manage and maintain Standard Chart of Accounts; Operational management of Sub-component.

**ENQUIRIES** : Ms S Farao Tel No: (021) 483 5514  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/315** : **ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 89/2022 R1**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years experience in 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms G Gorrah Tel No: (021) 483 0993  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/316** : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION): METRO EAST/WEST REF NO: TPW 37/2023**

**SALARY** : Grade A: R380 433 – R410 112 per annum, (OSD as prescribed)  
Grade B: R433 014 – R466 482 per annum, (OSD as prescribed)  
Grade C: R495 099 – R583 209 per annum, (OSD as prescribed)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B( or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).

**DUTIES** : Provide technological support services: Support the team in required architectural services such as site surveying; Preparation for presentations; Collating information relating to a proposed project, such as preparation of measured drawings of existing buildings; Assess detail design specifications and working drawings; Perform administrative and related functions; Research and development.

**ENQUIRIES** : Ms W Kadzere Tel No: (021) 483 0504  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/317** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 22/2023**

**SALARY** : Grade A: R380 433 - R410 112 per annum  
Grade B: R433 014 - R466 482 per annum  
Grade C: R495 099 - R583 209 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience in road maintenance and construction; A valid driving licence (Code B). Recommendation: Willingness to travel; Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, reparation and building of gravel and surfaced roads; A valid Code EC driving licence with PDP. Competencies: Knowledge of the following: Relevant legislation and specifications; Computer-aided engineering applications; Research and development; Project management; Road construction and maintenance methods industry best practice; Technical design and analysis of road infrastructure; Skills needed: Written and verbal communication skills, proven computer literacy (MS Office), strategic capability, leadership, technical report writing skills.

**DUTIES** : Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Develop construction and maintenance methods guidelines and update annually; Training and production monitoring and improvement of in-house maintenance and construction work; Provide on the job/in-house training, presenting and facilitation; Research, technical report writing and data analysis; Assist with researching, investigating, developing and implementation of new technologies in the roads construction and maintenance environments, such as trail/test sections for different materials types and equipment.

**ENQUIRIES APPLICATIONS** : Mr C. Malgas Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/318** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: TPW 52/2022 R2**

**SALARY** : Grade A: R316 536 - R337 791 per annum  
Grade B: R358 524 - R386 487 per annum  
Grade C: R408 075 - R480 678 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed).

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician Or have submitted with ECSA for Professional registration as a Engineering Technician. (Proof of payment to be submitted with application) and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work;



- Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr S De Vries Tel No: (079) 674 7523  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/319** : **ADMINISTRATIVE OFFICER: OPERATING LICENSE AND PERMITS (GEORGE) REF NO: TPW 39/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years administrative experience. Competencies: Knowledge of the following: Public transport and related matters; Land Transport Permit System (LTPS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Electronic Information Management; PTRS System; Inter-governmental relations and stakeholder interventions; Skills needed: Written and verbal communication; Conflict resolution; Ability to work under pressure and meet deadlines; Problem solving; Analytical.
- DUTIES** : Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on PTRS; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.
- ENQUIRIES APPLICATIONS** : Ms L Batt Tel No: (044) 813 2902  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/320** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: TECHNICAL SERVICES (GEORGE) REF NO: TPW 07/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification in Safety Management; A minimum of 3 years experience in the built environment; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislations pertaining to Occupational Health and Safety Act; Conditions of employment; Compensation for Occupational Injuries and Diseases Act; Environment Conservation Act; Building construction activities; Bills of quantity specifications; Plans and working drawings and project management; Western Cape Maintenance framework; Office accommodation; Skills needed: Proven computer literacy; Written and verbal communication; Ability to: Work under pressure; Independently and in a team.
- DUTIES** : Managing of health and safety aspects during contract administration on all projects implemented by the directorate; Managing health and safety plans for maintenance and construction projects; Prevent any contractor from executing

construction works which is not in accordance with approved health and safety plans; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Draft and type submissions, default letters to contractors for non-compliance to the Occupational Health and Safety Act; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable precripts/policies and procedures; Inspect contractors equipment on sites and file reports; Prepare health and safety specifications for construction works; Conduct technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance to the Occupational Health and Safety Act and building regulations.

**ENQUIRIES APPLICATIONS** : Mr R Monare Tel No: (021) 483 5310  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/321** : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (WORCESTER) REF NO: TPW 257/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Department of Transport and Public Works, Western Cape Government  
 : Senior Certificate (Grade 12 or higher qualification); A minimum of 6 years experience in an administrative environment. Recommendation: Relevant experience in administration and finance. Competencies: Knowledge of the following: Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Project administration; Administrative and financial planning; Skills in the following: Written and verbal communication; Cmputer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research and analytical; Plannng and organising; Presentation and facilitation.

**DUTIES** : Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES APPLICATIONS** : Mr W. Groenewald Tel No: (023) 551 1021  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/322** : **ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT (TRAFFIC LAW ENFORCEMENT- PAROW/BRACKENFELL) REF NO: TPW 269/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Department of Transport and Public Works, Western Cape Government  
 : Senior Certificate (Grade 12 or higher qualification); A minimum of 6 years experience in an administrative environment. Recommendation: Relevant experience in administration and finance. Competencies: Knowledge of the following: Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Project administration; Administrative and financial planning; Skills in the following: Written and verbal communication; Cmputer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research and analytical; Plannng and organising; Presentation and facilitation.

**DUTIES** : Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES APPLICATIONS** : Ms A.C Fennie Tel No: (021) 983 1500  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/323** : **ADMINISTRATIVE OFFICER: ROAD SAFETY MANAGEMENT (PAROW/BRACKENFELL) REF NO: TPW 271/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years administration experience in an information and data management or similar environment. Recommendation: Experience in the following: Administration; Financial administration and Information Management. Competencies: Knowledge of the following: The Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Administration and financial planning. Skills needed: Communication( Written and verbal); Report writing; Proven computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research; Analytical; Planning and organizing.

**DUTIES** : Coordination of information and knowledge management functions of the Directorate to provide reliable and meaningful information through disseminating and manipulation of law enforcement data and information; Provide a professional information support service; Assist in the coordination of processes necessary in the optimal use and management of hardware and software utilised to obtain law enforcement information and data; Perform specific data management functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES APPLICATIONS** : Ms A. Fennie Tel No: (021) 483 0839  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/324** : **FOOD SERVICES AID: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 40/2023**

**SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)  
: Department of Transport and Public Works, Western Cape Government  
: ABET Level 2 certificate (Grade 5 or equivalent qualification). Recommendation: Appropriate cleaning and food service experience. Competencies: A good understanding of storage, inventory management; Basic communication skills; Interpersonal relations; Ability to work under pressure; Ability to work independently and as part of a team.

**DUTIES** : Manage and ensure the breakaway rooms and boardrooms are clean; Daily cleaning of kitchens, fridges, microwaves and utensils; Make requisition and manage stock of the cleaning materials; Report equipment that are not always in working condition; Work hand in hand with supervisor.

**ENQUIRIES APPLICATIONS** : Ms T Mazonke Tel No: (021) 483 5190  
: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: