



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 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.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 09 May 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.

ERRATUM: The position of Control Survey Technician with Ref No: 3/2/1/2023/185 for the Directorate: Mapping Services: Western Cape (Mowbray) that was advertised in Public Service Vacancy Circular 8 dated 03 March 2023 has reference. The position of Control Survey Technician with Ref No: 3/2/1/2023/185 has been withdrawn. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 14/01</u>	:	<u>DIRECTOR: CORPORATE SERVICES REF NO: 3/2/1/2023/313</u> Directorate: Corporate Services Re-advertisement, applicants who applied previously are encouraged to re-apply
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Human Resource Management (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level. Job related knowledge: Policy development and implementation. Knowledge of Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. Public Service prescripts. Job related skills: Computer literacy. Communication skills (verbal and written). Presentation skills. Interpersonal skills. Project management skills. Financial management skills. Conflict management skills. Leadership skills. A valid driver's licence. Ability to work long hours.
<u>DUTIES</u>	:	Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implementation of policy objectives through programme implementation by DALRRD programme initiatives. Evaluate the effectiveness of the implementations of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the Province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage security contracts. Manage compliance with Occupational Health and Safety Act (OHS). Conduct preliminary investigations on security matters. Manage records and information. Facilitate the implementation of records management policies, guidelines and procedures. Monitor and evaluate records management practices for compliance to sound records management practices. Provide and coordinate training on records administration. Administer and maintain database for status of Restitution Land Claims. Provide information technology support services. Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with District corporate services on issues that may arise. Liaise with District Office on the implementation of corporate services issues. Provide guidance on the interpretation of policies, strategies and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit. Request progress reports on audit findings. Manage risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instruction, regulations, etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Nemalili Tel No: (012) 337 3656 Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083

OTHER POSTS

<u>POST 14/02</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/324</u> Directorate: Coordination Of State And Land Reform Surveys Services
<u>SALARY</u>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's license.
<u>DUTIES</u>	:	Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 326 8050
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Coloured Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 14/03</u>	:	<u>SCIENTIST MANAGER (GRADE A – B) REF NO: 3/2/1/2023/310</u> Directorate: Genetic Resources
<u>SALARY</u>	:	R939 408 – R1 755 627 per annum, (The salary will be determined in accordance with the OSD)
<u>CENTRE</u>	:	Gauteng (Roodeplaat)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and MSc Degree or relevant qualification. Registered with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 6 years post qualification natural scientific experience. Job related knowledge: Programme and project management. Scientific methodologies and models pertaining to the plant variety evaluation system. Research and development in relation to evaluation of new plant varieties. Computer-aided scientific applications. Knowledge of legal compliance pertaining to evaluation of new varieties of plants. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Mentoring. Job related skills: Strategic capability and leadership skills. Decision-making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness. Computer literacy. Communication (verbal and written). Networking skills. Planning, organising and execution skills. Conflict management skills. People management skills. Change management skills. Problem solving and analysis skills. Willingness to work extended hours and to travel. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement policies, systems and procedures pertaining to the national plant variety evaluation system. Monitor the development and revision of international Technical Guidelines and facilitate domestic implementation thereof. Facilitate South Africa's participation in the development of international technical guidelines in line with crops and expertise. Facilitate the development of national technical guidelines for identified taxa. Develop and maintain monitoring systems for breeder-based evaluations. Manage the allocation of crops to relevant scientists in accordance to expertise and available resources. Develop and review Standard Operating Procedures pertaining to Variety Control operations. Contribute in the development of policies, legislation and regulations pertaining to plant variety protection system and national variety listing. Provide strategic leadership and direction on national plant variety evaluation matters. Coordinate country inputs on technical matters negotiated and discussed at the International Union for the Protection of New Varieties of Plants (UPOV) / Southern African Development Community (SADC) and facilitate submission thereof to the relevant bodies. Represent the country in national, regional and international technical standards setting bodies, e.g UPOV Technical Working Parties, SADC Harmonisation Regulatory System, etc. Develop operational plans in line with departmental strategies and ensure implementation thereof. Develop and maintain relationships / collaborations on Distinctness, Uniformity and Stability (DUS) tests and trials at national, regional and international level. Liaise with relevant industries on policy and regulatory issues pertaining to DUS test and trials for granting of Plant Breeders' Rights and National Variety Listing. Coordinate scientific and technical information required in relation to appeals, objections, Promotion of Access to Information Act (PAIA), parliamentary questions, etc. Provide scientific and technical support and advice to the industry and stakeholders. Manage communication between Variety Control and Plant Breeders' Rights / variety listing applicants on matters pertaining to the evaluation of new varieties of plants. Manage Memorandum of understanding (MoUs), Service Level Agreements (SLAs) or Level of Agreements pertaining to projects on evaluation of new varieties of plants. Lead, coordinate and develop scientific models and regulatory frameworks pertaining to evaluation of new plant varieties. Review scientific

publications and UPOV technical reports, information documents, explanatory notes, etc. and ensure domestic implementation thereof. Continuously monitor timely preparation, planning / design as well as establishment and maintenance of DUS tests and trials for evaluation of new varieties of plants in accordance to UPOV prescripts. Monitor the implementation of proper and critical farming practices, availability of irrigation water, field selection, mechanical action to be implemented, chemical needs for pre-plant soil improvement, tools and equipment, irrigation design and installation. Monitor scientific efficiencies according to organisational goals and international obligations. Evaluate DUS reports and Variety Descriptions and compile final recommendation with regard to granting of Plant Breeders' Rights and National Listing for submission to the Office of the Registrars (Plant Breeders' Rights and Plant Improvement). Coordinate activities between Variety Control, Registrar: Plant Breeders' Rights Act and Registrar: Plant Improvement Act. Oversee the management of propagating material as well as databased registers and filing system relevant to the evaluation of new varieties of plants. Research and development in relation to evaluation of new plant varieties. Conduct and manage scientific evaluations, monitoring and collection of data pertaining to plant varieties evaluated for granting of Plant Breeders' Rights and National Listing. Lead, co-ordinate and conduct statistical analysis on South Africa in relation to the National Plant Variety System and national listing and present research findings to national, regional and international fora as applicable. Establish and maintain a national database on standard and candidate varieties established on breeders' premises and reference blocks. Evaluate information published in Plant Breeders' Rights and national variety listing registers and Journals and communicate any discrepancies to the relevant Scientist or Registrar. Compile mandatory UPOV technical reports on South Africa's plant variety evaluation system, including collaboration and agreements pertaining to DUS evaluations. Manage the resources of the sub-directorate. Human Capital Development. Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees.

- ENQUIRIES** : Dr N Netnou-Nkoana Tel No: (012) 319 6024
- 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 and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply
- POST 14/04** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/325**
Directorate: Legal Support
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and LLB or B Proc Degree. Minimum of 6 years extensive post-qualification legal professional and advisory experience (with 4 years supervisory experience). Admission as an Attorney or Advocate of the High Court of South Africa. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, law and other relevant acts and legislative prescripts. Specialised knowledge of constitutional Law. Law of contracts. Knowledge of legislation: The administration of Estates Act 1965, The Wills Act 1953 and Intestate Succession Act 1987. Knowledge of South African law, in particular land reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES

: Ensure legal compliance to the Restitution of Land Rights Act. Check Research report e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholders' engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representation by landowners. Check Gazette notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representation by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Association (CPA)1 to CPA8 and CPA constitution. Check Deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. Notice of Motions for interdicts, reviews, application to compel, summons, and other court proceedings. Draft memorandum informing National Office about new matter and request instructions from the Chief land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress identify cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court documents (pleadings). Attend Pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the Commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondence to various stakeholders e.g. Attorneys, companies, claimants etc. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandum requesting signing of settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution, CPA1-CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandum for payment of rates. Acquire proof of payment of rates. Obtain certificate from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land components. Liaise with research Institution for research and data collection purposes. Analyse collected data and develop provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

ENQUIRIES APPLICATIONS

: Mr S Ndlovu Tel No: (033) 355 8400
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

NOTE

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

POST 14/05 : **ANALYST DEVELOPMENT: APPLICATION DEVELOPMENT REF NO: 3/2/1/2023/304 (X2 POSTS)**
Directorate: Information Communication Technology (ICT) Solution Development

SALARY : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Computer Sciences / Engineering / Information Technology (IT) / Software Development. Minimum of 3 years' experience in Web Technologies and Scripting Tools (Java / Java 2 Enterprise Edition (J2EE), HyperText Markup Language (HTML), Javascript, Extensible Markup Language (XML) e.g. Enterprise JavaBeans (EJB) and Cascading Style Sheets (CSS), Jakarta Server Pages (JSP), Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Minimum of 3 years' experience in web development and object-oriented programming. Experience in Software Development Life Cycle (SDLC). Experience in relational databases. Job related knowledge: Application Servers: JBOSS, WebLogic, Glassfish, Tomcat and IIS. Working Knowledge in Object Oriented environment must have a thorough understanding of using MVC, exposure to Net-Beans, Eclipse, WebSphere, and reporting tools e.g. itext, jasper report and others. Knowledge of using design tools like UML, etc. Interpret business and functional requirements as well as to design and realize processes, data and technology. Process analysis and able to design conceptual architectures, technical uses and robust processes. Experience in performance, regression and integration testing. Job related skills Computer literacy. Communication skills (verbal and written). Analyst skills. Interpersonal skills. Problem solving skills. Organising skills. Ability to work independently as well as part of the team. Ability to mentor junior employee and interns to deliver quality solutions on time. A valid driver's licence.

DUTIES : Write functional and technical design specification document. Analyse information processing needs and plan and design computer systems, using data modelling techniques. Define the goals of the system and advise flowcharts and diagrams describing logical operational steps of programs. Design new systems including process flow, user interface, reports and security procedures. Evaluate and recommend appropriate web presentation and server-side technologies based on product needs and industry trends. Participate in Joint Application Development (JAB) and testing sessions. Work with key stakeholders to understand users' requirements, translating them into technical specification required for system development. Work with quality assurer to ensure high quality of delivered product. Provide thought leadership on business requirements related to application development. Coordinate and link the computer systems within an organisation to increase compatibility so that information can be shared. Review and quality assurer coding. Supervise and participate on coding scripting review and conclusion. Perform application systems code review to ensure technical quality and high-quality service to client / users. Conduct training on newly developed applications. Prepare training material for users of the new systems and conduct training. Evaluate training offered.

ENQUIRIES : Ms P Lekgau Tel No: (012) 407 4515

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

POST 14/06 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/2/1/2023/305**
Directorate: National Rural Youth Service Corps (NARYSEC) Skills Development

SALARY : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Education and Training / Human Resource Development. Minimum of 3 years junior management experience in the skills development environment. Job related knowledge: Skills development legislation, skills development strategies, skills development planning, skills development implementation approaches, skills development quality assurance and monitoring, skills development certification processes, curriculum conceptualisation and development, research and reporting. Job related skills: Critical thinking and problem-solving skills. Planning and organising skills. Decision making skills. Communication skills (verbal and written). Influencing and leading. Delegation skills. Team work. Negotiation skills. Conflict management skills. Research skills. Report writing skills. Presentation skills. Stakeholder management skills. A valid driver's licence.
- DUTIES** : Assist with the strategic direction and oversight with the skills development implementation of the NARYSEC Programme. Assist with reviewing NARYSEC Skills Development Strategy and Standard Operating Procedures (SOPs) when required. Update the skills development statistics of the NARYSEC Programme. Draft and submit quarterly NARYSEC Skills Development current status reports. Monitor and quality assure the skills development implementation for the NARYSEC Programme. Quality assure provincial training approval submissions. Quality assure Portfolio of Evidence (PoE) submitted by provinces for Annual Performance Plan (APP) reporting. Assist with the quality implementation of skills development. Ensure that monitoring visits are conducted during roll-out of training programmes. Provide support with the skills development implementation for the NARYSEC Programme. Assist in the development of provincial skills development plans. Assist with the implementation of provincial skills development plans. Assist in ensuring the issuing of certificates to NARYSEC youth. Assist in ensuring that training providers submit claims. Manage and coordinate Annual Performance Plan (APP) skills development reporting for the NARYSEC programme. Establish and maintain strategic partnerships for the successful skills development implementation of the NARYSEC Programme. Assist in identifying and facilitating strategic partnerships. Assist with collaborating with partners on skills development initiatives. Research, source, organize and disseminate latest skills development information for improved skills development implementation of the NARYSEC Programme. Research relevant information pertaining to skills development. Source and organize relevant information pertaining to skills development. Communicate latest skills development information to the relevant NARYSEC staff.
- ENQUIRIES** : Mr J Ryk Tel No: (012) 312 9274
- 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 White Females and Persons with disabilities are encouraged to apply.
- POST 14/07** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2023/302**
Directorate: Forensic Investigations
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Degree or National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Police Administration / Criminal Justice and / or related field. Minimum of 5 years credible and applicable experience in the Forensic Investigation field and Project management experience. Membership of Association of Certified Fraud Examiners (ACFE) or Institution of Commercial Forensic Practitioners (ICFP) is recommended. Job related knowledge: Project management best practice. The ACFE / ICFP Professional Standards. Forensic investigations methodologies and procedures. Job related skills: Communication skills (written and verbal), interviewing skills, analytical and problem-solving ability, staff and interpersonal

skills, project management skills, computer skills and investigation skills. A valid driver's licence.

DUTIES

: Participate in the compilation of the Forensic Investigations Directorate's strategic and operational plans. Participate in the compilation of the Forensic Investigations Directorate's operational plan by April each year. Compile the Forensic Investigations Directorate's operational and process risk registers by April each year. Implement the Forensic Investigations Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Forensic Investigations on a monthly basis. Participate in the compilations of the Forensic Investigations Directorate's annual internal case management registers by April each year. Manage the planning of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilations on the electronic audit software of Planning Phase Deliverables of the Forensic Investigations 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 Director: Forensic investigations on a weekly basis. Manage the investigation of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project plans. Manage the compilation on the electronic audit software of the Investigation Phase Deliverables of the Forensic Investigations 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 Director: Forensic Investigations on a weekly basis. Manage the reporting of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project plans memoranda. Manage the compilation of the electronic audit software of the Reporting Phase Deliverables of the Forensic Investigations 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 Director: Forensic Investigations on a weekly basis. Manage the Closure of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects plans and Follow-up on implementation by line management of recommendations of Forensic Investigations' reports of the annual and previous case management register projects. Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations 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 Director: Forensic investigations on a weekly basis. Analyse the line management's status of implementation of recommendations of the Forensic Investigations Directorate's reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Forensic Investigations Sub-Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an ongoing 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

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

POST 14/08

: **PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A- C) REF NO:
3/2/1/2023/307**
Directorate: Planning Policy and Standards Development

SALARY

: R646 854 – R982 326 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 Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Minimum of 3 years post qualification Town and Regional Planning experience. Compulsory registration with South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional Planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills. Analytic skills. Creativity skills. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills and Knowledge management skills. A valid driver's licence.
- DUTIES** : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlements. Compile Spatial Developments Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Conduct research and development. Undertake continuous professional development to keep up with new technologies and procedures. Research / Literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies / councils on town and regional planning - related matters. Provide human capital development. Mentor, train and develop Candidate Town and Regional Planners and Town and Regional Planners to promote skills / knowledge transfer and adherence to sound town and regional planning principles and code of practice. Supervise town and regional planning and processes. Provide performance management and development. Provide office administration and budgeting. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement supply chain management and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.
- ENQUIRIES** : Mr A Hay Tel No: (012) 312 9666
- 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 Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply
- POST 14/09** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2023/331**
Directorate: Food Safety and Quality Assurance
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R646 854 – R982 326 per annum, (The salary will be determined in accordance with OSD)
- CENTRE** : Western Cape (Stellenbosch)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Science Degree (BSc) (Honours) or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 3 years post qualification natural scientific experience. Job related knowledge: Knowledge of Public Service Regulations. Liquor Products Act, 1989 (Act No 60 of 1989). Knowledge of liquor products norms and standards, national and international. Knowledge of wine cultivars and different

types of liquor as defined in the Liquor Products Act. Knowledge of export and import procedures, compositional and labelling requirements of the Liquor Products Act. Knowledge of Wine Online export certification / information system. Knowledge of consignee country requirements for example European Union (EU), World Wine Trade Group (WWTG), ASIA, etc to evaluate logging additional analyses and compliance of lab request submission. Knowledge of the comparison and validation of Wine of Origin Scheme certification information. Knowledge and experience in the evaluation of analytical profiles, labels and composition of liquor products. Knowledge on international agreements, conventions, bilateral agreements and experience in national and international liaison. Knowledge and experience in development of norms and standards and drafting of legislation. Knowledge of and experience in interpretation of national and international standards. Knowledge of and experience in the drafting of technical correspondence regarding compliance with specific requirements of the Liquor Products Act. Knowledge in the operation of the following computer software packages: Microsoft Word, Excel, Office and WOL. Knowledge of client liaison and handling of telephone enquiries. Knowledge of legal compliance. Knowledge of wine cultivars and different type of liquor. Job related skills: Programme and project management skills. Scientific methodologies. Research and development. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high performance culture. Professional judgment. Presentation skills. Mentoring skills. Decision making skills. Team leadership skills. Analytical skills Creativity. Financial management skills. Customer focus and responsiveness. Computer literacy. People management skills. Planning and organising skills. Conflict management skills. Change management skills. Problem solving and analysis skills. Wine online helpdesk support and client liaison skills. Sensorial evaluation skills. Preparation of samples for sensorial evaluation skills (liquor products) by completion of the tasting list. Presentation of samples for sensorial evaluation by acting as chairperson, convener and presenter as the tasting panel. Liaison skills (national and international). Technical skills. Communication skills (verbal and written). A valid driver's license and the ability to drive.

DUTIES

: Develop and implement methodologies, policies, systems and procedures for liquor products. identify gaps / shortfalls and develop appropriate interventions. Draft norms and standards, legislation, regulations, policies and guidelines for liquor products in terms of the Liquor Products Act. Maintain export and import procedures. Provide scientific advice and support. Develop working relations with client base. Provide scientific data, information and advice to ensure appropriate intervention. Review scientific publications. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify need for new analysis methods / wine making techniques, additives and updated information management systems i.e. Laboratory Information Management System (LIMS), Wine Online. To perform scientific analysis and regulatory functions. Conduct scientific analysis of liquor products. Gather and interpret data, evaluate results and disseminate information. Coordinate the routine testing of liquor products. Develop and customise scientific techniques. Perform sensorial evaluation of liquor products. Evaluate and interpret analytical results. Preparation of data and routine interpretation / analysis of scientific data. Database and data management. Compile and issue reports. Coordinate waste management and discarding of samples. Perform health and safety audits and compliance checks. Research development. Continuous professional development to keep up with new technologies and procedures (attendance of seminars, workshops, training, external or internal presentations / articles). Research / literature studies to improve expertise. Present research findings (method development, additives, oenological practices, etc.). Liaise with relevant bodies / councils on science-related matters. Conduct basic and applied research (linking with the findings of the literature review, proceed as follows). Identify resource needs - equipment, consumables, personnel, lab space. Coordinate setting up the methods, validation of methods and validation reports. Training of personnel. Implement method for routine application. Human capital and development. Mentor, train and develop staff in order to promote skills / knowledge transfer and adherence to sound scientific principles and code of practices. Supervise scientific work and processes. Manage the performance and development of staff.

ENQUIRIES : Ms W Jonker Tel No: (021) 809 0374

APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

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

POST 14/10 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2023/303**
Chief Directorate: Cadastral Advisory and Research Services

SALARY : R495 354 – R1 192 677 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 LLB Degree or as otherwise determined by the Minister of Justice and Correctional Services. Minimum of 8 years appropriate post qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Job related knowledge: Knowledge of South African law. Interpretation of Acts and Regulations. Departmental policies and procedures. Ability to interpret the law. Ability to research the law. Ability to apply the law to a set of facts. Job related skills: Communication skills (verbal and written). Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills. A valid driver's licence. Preparedness to travel.

DUTIES : Provides legal advice, research and opinion on matters regarding Cadastral Surveys and matter arising in the Branch. Consider queries and conduct research to establish whether the Branch has the locus standi and make recommendations. Research and investigate ways of dealing with the court process at hand. Research and provide information to units within the Chief Surveyor-General. Manage the preparation and settlement of an advice. Render professional advice to the Chief Surveyor-General, Surveyor-General, Chief Director's, Director's on all legal matters. Facilitate obtaining legal advice internally or externally, where necessary. Attend to litigious and non-litigious matter. Receive and peruse court processes. Instruct legal services to instruct the office of the State Attorney. Handle all legal matters arising in the Department including debt collections, legal opinions on National Geomatics Management Services issues, financial and human resource issues. Coordinate labour relation matters for referral to Head Office Labour Relations. Draft and edit new legislation and recommend amendments to existing legislation pertaining to geomatics. Collate information in accordance with the prescribed legislative procedure. Provide information and advice regarding the provisions of the legislation. Provide professional advice on the implementation of the legislation. Manage the publication of government notices for the purposes of implementation. Investigate concerns, proposals for amendment and streamlining of regulations. Provide professional support to statutory committees and boards where the office of the Chief Surveyor-General is involved. Assist Chief Surveyor-General with administration and control of Survey Regulations Board (SRB), Sectional Title related matter and the geomatic council. Render professional advice to the land administration bodies and provide legal support on projects. Provide legal advice to the Chief Surveyor-General, including advice on Rural Development and Land Reform and Land Tenure projects. Provide strategic approach, compliance and regulatory support to the Department. Draft, edit and negotiate agreements for the Branch. Manage the vetting and drafting of Branch to Branch service level agreements. Manage the vetting and preparation of Pupil Survey Officers' contracts. Advise the Branch on certain provisions of the Pupil Survey Officers (PSO) contract. Ensuring adherence with the provisions of the contracts which the Branch has entered into. Assist in administration of international boundaries in line with international treaties and international law. Attend Department of International Relations and Cooperation (DIRCO) meetings. Participate as members in Joint Technical Committee meetings, field meetings and field inspections. Assist in administration of South African International boundaries in compliance with legislation and international law. Assist in the investigation and resolving of anomalies in the Republic of South Africa international boundaries. Draft international treaties for considerations by DECOR.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8911

- 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 14/11** : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/319**
Directorate: District Office
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Limpopo (Vhembe)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
- ENQUIRIES APPLICATIONS** : Mr M Shai at 082 947 8491
: Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.

- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/12** : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/321**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Mpumalanga (Nkangala District)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
- ENQUIRIES APPLICATIONS** : Mr W Mambana Tel No: (013) 754 8032
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

- POST 14/13** : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/322**
 Directorate: District Office
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
 : Mpumalanga (Gert-Sibande District)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
- ENQUIRIES APPLICATIONS** : Mr W Mambana Tel No: (013) 754 8032
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

<u>POST 14/14</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2023/308</u> Directorate: Restitution Corporate Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Human Resource Management / Public Management. Minimum of 3 years' experience in Human Resource environment as a generalist. Supervisory experience a must. Job related knowledge: Knowledge of the Human Resource Legislation and policies, Public Service Regulations, Public Service Act, Employment Equity Act, Labour Relations Act etc. Introduction to Personnel and Salary Administration (PERSAL), Personnel Administration, Leave Administration certificate. Knowledge of Human Resource Management procedures. Public Service Code of Conduct. Job related skills: Communication skills (verbal and written). Excellent planning and organising skills. Corporate governance skills. Presentation and facilitation skills. Ability to produce management reports and presentations. Supervisory skills. Interpersonal skills. A valid driver's licence.
<u>DUTIES</u>	:	Advise and assist managers with recruitment, selection, appointments, relocations, transfers, secondments and employee health and wellness. Compile memorandums to advertise posts. Compile selection committee memorandums. Compile appointment memorandums as well as relocations and transfers within and outside the Department. Compile secondments memorandums. Liaise whenever there is a wellness case. Refer employees to health and wellness section. Assist in management of performance rewards and expenditure (Compile incentive memorandums for the Branch and consolidate summary sheet level 1 - 14). Check budget availability from finance. Distribute budget to the Branches (Provincial Shared Service Centres: Human Resource Management). Request completed summary sheet from regions. Compile summary sheet for the Chief Land Claims Commissioner office. Consolidate summary sheet for all regions and compile one incentive memorandum. Ensure the process of Employee Performance Management and Development System is implemented timeously in the Chief Land Claims Commissioner and the regions for salary levels 1 – 14, coordinate appeals for the Branches emanating from moderating committees, advise and compile outcome letters. Conduct the process in terms of the Branch calendar for levels 1 – 12. Coordinate appeals. Conduct moderating committee for level 13 for the Branch and coordinate for level 14. Leave administration and capturing of leaves and approval on PERSAL, advise on medical and housing matters, conduct leave investigation, compile monthly management Human Resource Management leave report. Capturing of leaves and approval on PERSAL. Advise staff on medical and housing both rental and homeowner. Conduct leave investigation whenever requested by management. Compile management monthly report on Human Resource Management and labour related matters. Coordinate training in the Chief Land Claims Commissioner office, advise on labour matters, compile stats on labour cases and training. Sensitise employee via Chief Land Claims Commissioner group e-mail to submit whenever there is training available at National Office. Advise management and fellow employees regarding functioning of labour relations issues such as grievances and written warnings and also incapacity handling. Compile monthly and annual statistics for the Branch regarding training and labour relations. Provide monthly and quarterly reports and statistics to the management. Submit monthly reports for recruitment, appointments, transfers, performance management and other issues as per request.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Phakedi Tel No: (012) 407 4449 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.
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 14/15 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2023/318**
Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: North West (Mmabatho)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management. Personnel and Salary Administration (PERSAL) certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. Minimum of 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Knowledge of the Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions, Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA), Public Finance Management Act. Job related skills: Computer skills, Report writing skills, Communication skills, Interpersonal skills and Problem-solving skills. A valid driver's licence.

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

cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievance within the prescribed period.

**ENQUIRIES
APPLICATIONS**

: Mr K Sebitiele Tel No: (018) 388 7115
: Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE

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

POST 14/16

: **RESOURCE CONSERVATION INSPECTOR REF NO:3/2/1/2023/311**
Directorate: Climate Change and Disaster Risk Reduction

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Northern Cape (Upington)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Environmental Management. Minimum of 2 years relevant experience. Job related knowledge: Agricultural Pest Act. National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Protected Areas Act. Knowledge of policy development. Public Service Act. Public Service Regulations. Public Finance Management Act (PFMA). Labour Relations Act. Water Act and Geographic Information System (GIS). Knowledge of project planning and management. Job related skills: GIS skills. Policy development and analysis skills. Monitoring and research skills. Leadership skills. Negotiation skills. Communication skills (verbal and written). Presentation and report writing skills. Inspection and auditing knowledge skills. Problem solving and analysis skills. Facilitation and coordination skills. Computer skills. Ability to act with tact and discretion. Willingness to work extended hours and travel extensively. A valid driver's licence.

DUTIES

: Assess, activate and monitor locust outbreak (control). Response to locust outbreak reported to verify the outbreak. Conduct the ecological risk assessment of the area. Organise and plan control. Inspection and monitor control units. Conduct post control evaluation (impact assessment). Identifying and make recommendation for research needs. Manage the storage of chemicals in district locust area. Assess, execute and monitor blackfly outbreak. Monitor and evaluate blackfly larvae population. Identify the position of the rapids (control site). Administer trails to determine the dosage rate for each rapid in preparation of the control operations. Execute control operation. Conduct post control monitoring and evaluation to determine the impact of the control action. Identifying and make recommendation for research needs / challenges and solution. Assess, execute and monitor quelea (bird) outbreak and armyworm. Response to outbreak report for verification. Conduct the pre control inspection / evaluation to determine the extent of the outbreak. Conduct the ecological risk assessment of the area. Plan, organise, co-ordinate and manage control operation. Conduct post control monitoring for remediation / sanitary and evaluation of the impact. Identifying and make recommendations for research needs / challenges and solutions. Conduct training and awareness campaigns. Training of prospective migratory pest outbreak controllers. Conduct awareness campaign.

**ENQUIRIES
APPLICATIONS**

: Mr DJ Tladi Tel No: (012) 319 6717
: 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 and Indian Males and Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.

POST 14/17 : **RESOURCE CONSERVATION INSPECTOR REF NO: 3/2/1/2023/312**
Directorate: Climate Change and Disaster Risk Reduction

SALARY : R331 188 per annum (Level 08)
CENTRE : Northern Cape (De Aar)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Environmental Management. Minimum of 2 years relevant experience. Job related knowledge: Agricultural Pest Act. National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Protected Areas Act. Knowledge of policy development. Public Service Act. Public Service Regulations. Public Finance Management Act (PFMA). Labour Relations Act. Water Act and Geographic Information System (GIS). Knowledge of project planning and management. Job related skills: GIS skills. Policy development and analysis skills. Monitoring and research skills. Leadership skills. Negotiation skills. Communication skills (verbal and written). Presentation and report writing skills. Inspection and auditing knowledge skills. Problem solving and analysis skills. Facilitation and coordination skills. Computer skills. Ability to act with tact and discretion. Willingness to work extended hours and travel extensively. A valid driver's licence.

DUTIES : Assess, activate and monitor locust outbreak (control). Response to locust outbreak reported to verify the outbreak. Conduct the ecological risk assessment of the area. Organise and plan control. Inspection and monitor control units. Conduct post control evaluation (impact assessment). Identifying and make recommendation for research needs. Manage the storage of chemicals in district locust area. Assess, execute and monitor blackfly outbreak. Monitor and evaluate blackfly larvae population. Identify the position of the rapids (control site). Administer trails to determine the dosage rate for each rapid in preparation of the control operations. Execute control operation. Conduct post control monitoring and evaluation to determine the impact of the control action. Identifying and make recommendation for research needs / challenges and solution. Assess, execute and monitor quelea (bird) outbreak and armyworm. Response to outbreak report for verification. Conduct the pre control inspection / evaluation to determine the extent of the outbreak. Conduct the ecological risk assessment of the area. Plan, organise, co-ordinate and manage control operation. Conduct post control monitoring for remediation / sanitary and evaluation of the impact. Identifying and make recommendations for research needs / challenges and solutions. Conduct training and awareness campaigns. Training of prospective migratory pest outbreak controllers. Conduct awareness campaign.

ENQUIRIES : Mr DJ Tladi Tel No: (012) 319 6717
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 and Indian Males and Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.

POST 14/18 : **SENIOR COMMUNICATION OFFICER REF NO: 3/2/1/2023/317**
Directorate: Corporate Services

SALARY : R331 188 per annum (Level 08)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Communication / Journalism / Public Relations / Marketing. Minimum of 2 years' experience in a communication environment. Job related knowledge: Policy and legislation governing communication. Job related skills: Computer literacy. Organising skills. Problem solving skills. Time management skills. Communication skills (verbal and written). Analytical skills. Presentation skills. A valid driver's licence. Ability and willingness to travel extensively. Ability to work efficiently and effectively at all times.

DUTIES : Assist in the development of content management strategies for websites. Assist in the development of the Department's on-line communication plan and other branding elements. Provide pictorial material and successful projects for

publication on both departmental Facebook page and website. Deal with queries with respect to on-line communication. Implement communications strategy in relation to our client liaison master plan. Respond to media enquiries in accordance with standard operation procedures of communication. Assist in the development of methods to enhance on-line communication. Implement on-line communications norms and standards. Provide pictorial material and successful projects for publication on both departmental Facebook page and website. Develop database for various stakeholders and administer communication system. Update of Media Database that are existing and active in the North West Province. Strengthen good working relationship with media houses for positive coverage. Manage website and intranet content by liaising with various Branches. Use all available communication media to maintain the target groups support. Quality assurance on material from Branches for publication.

**ENQUIRIES
APPLICATIONS**

: Mr KE Sebitiele Tel No: (018) 388 7115
 : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE

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

POST 14/19

: **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/328**
 Directorate: Financial and Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
 : KwaZulu Natal (Pietermaritzburg)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in Procurement Administration / Acquisition Management / Provisioning Administration. Job related knowledge: Knowledge of supply chain management with emphasis on procurement administration and Government and Construction Industry Development Board (CIDB) procurement policies. Knowledge of Transversal contracts and the Public Finance Management Act (PFMA), Treasury Regulations and Relevant prescripts. Knowledge of the Logistical Information System (LOGIS), Accounting Packages (ACCPAC) and Basic Accounting System (BAS) transversal systems. Job related skills: Computer literacy skills. Communications skills (verbal and written). Interpersonal relations. Analytical skills. Teamwork. Working under pressure. Meeting deadlines.

DUTIES

: Facilitate demand management services. Conduct and analyse market per commodity. Coordinate and review procurement and demand management plan. Receive and check compliance of all procurement requests from clients. Provide support in drafting of specifications. Compile and update procurement and demand plan progress reports. Implement the quotation process. Manage sourcing of quotations amounting up to R1 000 000.00, using the electronic departmental database Central Supplier Database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury supplier database. Arrange and facilitate BID specification where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000. Coordinate documentation for approval. Coordinate appointment letter and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Opening bids and recording on relevant systems / websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Facilitate evaluation committee meetings. Compile and where necessary check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretarial duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurements plan.

		Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare Standard Bid Document (SBD 7.1 and 7.2) and sign off. Facilitate service level agreement.
<u>ENQUIRIES</u>	:	Mr B Magudulela Tel No: (033) 264 9500
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
<u>POST 14/20</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/301</u> Directorate: Policy Research and Analysis
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
<u>DUTIES</u>	:	Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<u>ENQUIRIES</u>	:	Mr P Ndzukula Tel No: (012) 312 8089 / 060 972 9480
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 14/21</u>	:	<u>OFFICE ASSISTANT REF NO: 3/2/1/2023/320</u> Chief Directorate: Provincial Office
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial Studies / Office Administration / Management. Minimum of 1-year

experience in rendering secretariat and support services to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures. Telephone etiquette and basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good Interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and must have Classified Secret Security Clearance.

DUTIES

: Provide a secretariat / receptionist support service to the Chief Director. Receive telephone calls in an environment where in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilise discretion to decide whether to accept / decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter. Coordinate with and sensitise / advise the Chief Director regarding engagements. Compile realistic schedules for appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g: progress, monthly and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the Chief Director and the unit where required. Collect, analyse and collate information requested by the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle procurement of standard items like, stationary, refreshments etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him / her on the contents. Record minutes / decisions and communicate to relevant role-players and follow-up progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Support the Chief Director with the administration for the Chief Director's budget. Collect and coordinates all the documents that relate to the Chief Director's budget. Assist the Chief Director in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keep records for expenditure commitments, monitors expenditure and alerts the Chief Director of possible over and under spending. Check and correlate Basic Accounting system (BAS) reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles draft memorandums for this purpose. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Study the relevant Public Service and Departmental Prescripts / Policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regards to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Chief Director. Remain abreast with the procedures and processes that apply in the office of the Chief Director.

ENQUIRIES
APPLICATIONS

: Ms PS Sihlabela Tel No: (013) 754 8027
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

NOTE

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

- POST 14/22** : **REGISTRY CLERK (SUPERVISOR) REF NO: 3/2/1/2023/326**
 Directorate: Corporate Services
- SALARY** : R269 214 per annum (Level 07)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' 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 work in registry. Job related skills: Planning and organization skills. Computer literacy. Language skills. Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and close files according to the record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and 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. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivery and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and 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. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Ms N Zimu Tel No: (033) 264 9500 / 22
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** : African, Coloured and Indian Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 14/23** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/327**
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R269 214 per annum (Level 07)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
- DUTIES** : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation

of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES
APPLICATIONS

: Ms N. Mokoena Tel No: (033) 264 9500
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE

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

POST 14/24

: **SENIOR GEOMATICS OFFICER REF NO: 3/2/1/2023/330**
Directorate: Geo-Spatial Information and Professional Support

SALARY
CENTRE
REQUIREMENTS

: R269 214 per annum (Level 07)
: Western Cape (Mowbray)
: Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years post qualification experience in a geomatics, geospatial or cadastral environment. Job related knowledge: Good Geographical Information Science (GISc) knowledge with regards to data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Mapping knowledge including feature identification and data representation. Knowledge of cartographic procedures. Good data and information management. Job related skills: Good computer literacy and Good communication skills (verbal and written). For Photogrammetric work must have good stereographic vision.

DUTIES

: Capturing of different geospatial data into the Integrated Topographic Data. Interpret imagery and map the topographical features. Implement the topological rules as defined. Capture the metadata for the topographic features. Classify and map the identified land cover classes by interpreting imagery. Quality check the accuracy of mapped land cover classes in accordance with requirements. Perform data manipulation according to the requirements and import to the database. Ensure maintain the geospatial data security in the database. Check all the errors found in the tape library (Hardware, Software). Check the security of the archives tapes at the storage and verify that are readable. Process and report on all the captured aerial imagery spatial flight plan (Photo, flight lines and boundary) in the database. Process the captured aerial imagery ground position system data into the database according to the allocated aerial imagery job. Acquire, process and produce geospatial information for all mapping purposes. Edit and manipulate geospatial data for creating maps. Prepare and import all the geospatial data for maps spatial environment. Process captured geographic names and other data required to produce a map. Apply defined cartographic generalization principles in producing the maps. Ensure compliance to standards and specifications at all times. Conduct and apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture and validate elevation data in accordance with standards and specifications. Perform quality and data verification on data at all times. Assist with archival of the final maps and geospatial data. Disseminate, promote and assure quality of geospatial information and

services to clients. Provide correct geospatial information, create awareness and quality to clients in accordance with service delivery standards. Engage in awareness of geospatial information with internal and external clients. Prepare datasets of products and services for established vendors and district municipalities under limited supervision. Assist with stock management and stock recounts. Prepare and send invoices and quotations to clients. Perform administrative and related functions. Acquire, validate and process ancillary data for topographic mapping purposes. Collect and prepare base materials for field annotation for each map. Source the latest geospatial ancillary data and identify the changes detected on the previous edition map. Prepare digital field annotation and provide a list of features to be verified in the field. Process all the captured ancillary data by authenticating its accuracy for geographic names and their positions in the Integrated Topographic Data.

ENQUIRIES : Mr G Chandler Tel No: (021) 658 4374 / Ms M Denner Tel No: (021) 658 4334
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
NOTE : African, Coloured, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.

POST 14/25 : **SECRETARY REF NO: 3/2/1/2023/306**
Chief Directorate: Technology Research and Development

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: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.

DUTIES : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the Director. 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 Director.

ENQUIRIES : Ms B Sithole Tel No: (012) 312 9319
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 14/26** : **SECRETARY REF NO: 3/2/1/2023/314**
Directorate: Financial And Supply Chain Management Services
- 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: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant Director. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the Director. 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 Director.
- ENQUIRIES** : Mr S Maseko Tel No: (012) 337 3655
APPLICATIONS : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/27** : **REGISTRY CLERK REF NO: 3/2/1/2023/315**
Directorate: Quality Assurance and Administration
- 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 : Mr B Sibiyi Tel No: (012) 337 3629
APPLICATIONS : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.

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

POST 14/28 : **PUPIL CADASTRAL OFFICER REF NO: 3/2/1/2023/316**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R181 599 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's office procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Analysing skills. Reporting writing skills. Interpersonal skills. Communication skills (verbal and written). Computer skills. Presentation skills. Good organising skills.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents. Capture numeric and do consistency check for newly submitted cadastral documents. Update database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Capture and verify historical cadastral documents. Maintain and endorse cadastral documents in accordance with prescribes legislated processes and standard operating procedures. Perform withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Conduct technical examination of cadastral documents in accordance with standard operating procedures. Check designations of newly submitted lodgements. Perform technical examination of diagrams and general plans. Perform technical examination of survey record. Perform technical examination of sectional title plans. Supply cadastral survey information and documentation to internal and external clients. Retrieve and supply cadastral information and other maps to clients. Research information pertaining to survey for clients and land reform. Capture, maintain and update cadastral spatial data in the Cadastral Spatial Information System databases. 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. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

ENQUIRIES : Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 14/29 : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/323V (X2 POSTS)**
Directorate: Financial and Supply Chain Management Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Free State (Bloemfontein)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to Accounting 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: Good communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Good interpersonal relation skills. Organising 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. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
- DUTIES** : Process payment on Logistic System. Capture payments in Logistic System. Process payments within 30 days. Capture correct information on the systems such as quantities in the order. Report system related payments queries to the sub / system controller. Render fleet services and travel arrangements. Process Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Issue Government Garage (GG) and departmental vehicles. Apply internal financial control measures. Provide information of Annual Financial Statements reporting. Comply with all applicable prescripts. Comply with control measures to ensure all invoices are paid on time. Process orders. Capture and approve requisitions as and when received. Ensure that orders are placed as per the request. Verify Item Control Number (ICN) codes are captured correctly.
- ENQUIRIES** : Mr L Mokoena Tel No: (051) 400 4200
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 14/30** : **AUXILIARY SERVICE OFFICER REF NO: 3/2/1/2023/329**
Directorate: Examination Services
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and Cadastral documents. Job related skills: Good interpersonal relations skills, good communication skills (written and verbal), computer software skills and good organising skills.
- DUTIES** : Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for registration copies. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all documents vaults. Ensure that worn-out hanging strips are replaced, and damaged documents are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors / omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.
- ENQUIRIES** : Ms N Malinga Tel No: (021) 465 7358
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

- NOTE** : African, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/31** : **FARM AID REF NO: 3/2/1/2023/309**
Directorate: Inspection Services
- SALARY** : R107 196 per annum (Level 02)
CENTRE : North West (Buffelspoort)
REQUIREMENTS : Applicants must be in possession of NQF Level 1 or 2 (Adult Basic Education and Training Level 2 / 3 Certificate). No experience required. Basic numeracy skills. Basic literacy skills. Willingness to work extended hours.
- DUTIES** : Perform general activities in respect of crop production through Inter alia the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, hoeing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Tending of crops / orchards / vineyards e.g. pruning, weeding etc. Perform general activities in respect of livestock through Inter alia the following: Care of sick livestock. Dipping, vaccination and dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering and culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, milking and cleaning of water troughs for livestock. Perform general activities which would include inter alia the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Maintain equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off loading. Perform general activities in respect of infrastructure which would include inter alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, building etc. Maintain windmills and water supply system.
- ENQUIRIES** : Mr T Pongolo Tel No: (021) 809 1640
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, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	09 May 2023 at 16:00
<u>NOTE</u>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, 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. Note applications for SR1-SR8 post(s) must be submitted electronically online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 14/32</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/10</u>
<u>SALARY</u>	:	R908 502 per annum, (all inclusive)
<u>CENTRE</u>	:	Labour Centre: De Aar
<u>REQUIREMENTS</u>	:	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. 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 Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.

ENQUIRIES : Mr ZL Albanie Tel No: (051) 505 6
APPLICATIONS : Chief Director: Provincial 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

POST 14/33 : **CAREER GUIDANCE COORDINATOR REF NO: HR4/4/8/11**

SALARY : R491 403 per annum
CENTRE : Provincial Office: Kimberley
REQUIREMENTS : Four (4) year BPsych Qualification. Two (2) years supervisory experience. Two (2) years functional experience in Employment/ Career Counselling. Registration with HPCSA as Psychometrics, (Independent Practice) or Registered Counsellor (Independent Practice) Knowledge: International Labour Organisation Conventions. Financial Management. Human Resource Management. Public Service Act. Skills Development Act. Unemployment Insurance Act. Health Professions Act. Employment Equity Act. COIDA Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Report writing. Leadership. Networking.

DUTIES : Provide technical support to labour centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationship between career counselling and relevant organisations. Manage and co-ordinate the administration of psychometric assessment.

ENQUIRIES : Mr A Senakhomo Tel No: (053) 838 1545
APPLICATIONS : Chief Director: Provincial 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

POST 14/34 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/8/12**

SALARY : R393 711 per annum
CENTRE : Provincial Office: Kimberley
REQUIREMENTS : Three (3) tertiary qualification in Public Administration/ Public Management / Business/ Business Administration/ Business Management / Development Studies/ Social Science. Valid driver's license. 4 years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development / Entrepreneurial and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries, Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation, Implement information management system and ensure the records in the section are maintained, conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Mr A Senakhomo Tel No: (053) 838 1545

APPLICATIONS : Chief Director: Provincial 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

POST 14/35 : **ASSISTANT DIRECTOR: PES ADMINISTRATION REF NO: HR4/4/4/03/05**

SALARY : R393 711 per annum

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three (3) years qualification in Human Resource Management, B Admin/ Business Administration/ Business Management/ Public Management. Two (2) years supervisory experience and two (2) years functional experience in executing Administrative Support functions. Knowledge: Financial Management, Human Resources Management. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

DUTIES : Monitor the implementation of Human Resource Policies in Directorate PES in the province. Monitor the implementation of Performance Management system in Directorate PES in the province. Monitor the implementation of staff capacity building processes in the Directorate PES in the province. Monitor the implementation of proper financial administration in the Directorate PES in the province. Consolidate institutional performance reports for Public Employment Services in the province. Co-ordinate the implementation on procurement of goods and services and proper recording of PES assets.

ENQUIRIES : Mr M Netshisaulu Tel No: 011 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein

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

POST 14/36 : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/4/03/04 (X2 POSTS)**

SALARY : R331 188 per annum

CENTRE : Labour Centre: Pretoria

REQUIREMENTS : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. 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.

DUTIES : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical / accounts payments. Serve as a Team Leader / Supervisor.

ENQUIRIES : Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933

APPLICATIONS : Dikeledi Mabusela (Essa system) Tel No: 012 309 4832
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/37 : **SENIOR STATE ACCOUNTANT REF NO: HR 4/4/4/04/05**

SALARY : R331 188 per annum

CENTRE : Provincial Office: Braamfontein

- REQUIREMENTS** : Three (3) Year tertiary or equivalent qualifications in Finance or Accounting. Two (2) Years' experience in Financial Management Services. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury regulations, Financial prescripts and Manuals, Public Finance Management Act (PFMA), Conflicts. Skills: Planning and Organizing, Computer literacy, Verbal and written communication, Problem solving, Analysis Accounting, Presentation, Supervisory.
- DUTIES** : Authorize all Financial transactions for the whole province on Financial transversal system (e.g. BAS, LOGIS, PERSAL and safety net) (Daily). Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province. Proper control of Petty cash (Daily). Clear suspense accounts and unallocated accounts before month closure (Monthly).
- ENQUIRIES** : Mr M Takalo Tel No: (011) 853 5000
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.
- POST 14/38** : **TEAM LEADER REF NO: HR4/4/6/158**
- SALARY** : R331 188 per annum
CENTRE : Labour Centre: Giyani (station: Tzaneen Labour Centre)
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Skills Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely: Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaigns on all labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES** : Ms. GJ Matlhakoane Tel No: 0152901665
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.
- POST 14/39** : **OHS INSPECTOR (X2 POSTS)**
- SALARY** : R331 188 per annum
CENTRE : Labour Centre: Ladysmith Ref No: HR4/4/5/31 (X1 Post)
 Labour Centre Kokstad Ref No: HR4/4/5/35 (X1 Post)
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a 3 year recognised qualification in the relevant field ie, Construction. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993,

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

ENQUIRIES : Ms L Radebe Tel No: (036) 638 1900
Mr S. Ngqoza Tel No: 039 727 2140.

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/40 : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/840**

SALARY : R331 188 per annum
CENTRE : Provincial Office Bloemfontein
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB/ Internal Auditing. Valid driver's Licence. Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation skills, Planning and organising, Computer Literacy, Problem solving skills, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research and Project Management.

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

ENQUIRIES : Mr R Cornelissen Tel No: (051) 505 6324

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/41 : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF HR4/23/04/01HO**

SALARY : R331 188 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Employment Relations/ Labour Relations/ Labour Law/ Bachelor Law (LLB). Valid Driver's Licence. Two (2) years functional administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievances. Public Service Co-ordinating Bargaining Council's Resolutions. Departmental policies and procedures. Interpretation of case law and trends in Labour Law. Planning and organizing. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer literacy.

DUTIES : Conduct and analyse all grievances and complaints received from employees in the Department. Draft charges and finalise all misconduct cases in the Department. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Department. Provide administration support services in the section.

ENQUIRIES : Mr. T Maraba Tel No: 012 309 4819
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/42 : **EMPLOYER SERVICES PRACTITIONER REF NO: HR4/4/03/16**
(Re-advertisement, applicants who previously applied must re-apply)

SALARY : R331 188 per annum
CENTRE : Labour Centre: Garankuwa
REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Mr LP Ranwashe Tel No: (012) 700 0290
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/43 : **EMPLOYER SERVICES OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/03/06 (X2 POSTS)**

SALARY : R269 214 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Science (Psychology)/ Public / Business Administration. One (1) year functional experience in recruitment services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Skills Development. Skills: Planning and organising, communication, Computer, Analytical, Presentation, Interpersonal, Report writing skills, Information Management.

DUTIES : Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Provide administrative support for capacity building of ESSA and users. Co-ordinate large (provincial) opportunities from key stakeholders and DOL placement services opportunities.

ENQUIRIES : Mr V Mazibuko Tel No: 011 853 0300
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/44 : **MEDICAL CASE ADJUDICATOR (PROFESSIONAL NURSE) (X5 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 : Soshanguve Ref No: HR 4/4/03/09 (X1 Post)
Pretoria Ref No: HR 4/4/03/10 (X1 Post)
Johannesburg Ref No: HR 4/4/03/11 (X2 Posts)
Vereeniging Ref No: HR 4/4/03/12 (X1 Post)

<u>REQUIREMENTS</u>	:	Nursing Four (4yrs) Degree/ Three (3yrs) Diploma. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in a trauma/ emergency/ internal medicine/ general surgery/ orthopaedics/ theatre at the regional public hospital 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.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and (Total Temporary Disability). Assess medical accounts on occupational injury claims and od medical accounts.
<u>ENQUIRIES</u>	:	Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 8100
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 14/45</u>	:	<u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/03/08 (X2 POSTS)</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Nursing Four (4yrs) Degree/ Three (3yrs) Diploma. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in a trauma/ emergency/ internal medicine/ general surgery/ orthopaedics/ theatre at the regional public hospital 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.
<u>DUTIES</u>	:	Coordinate rehabilitation interventions according to beneficiaries needs. Facilitate early return to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 8100
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 14/46</u>	:	<u>CLAIMS PROCESSOR: COID (X15 POSTS)</u>
<u>SALARY</u>	:	R218 064 per annum
<u>CENTRE</u>	:	Germiston stationed at Pretoria Ref No: HR 4/4/4/02/04 (X1 Post) Randburg stationed at Pretoria Ref No: HR 4/4/4/02/11 (X3 Posts)

Soshanguve stationed at Pretoria Ref No: HR 4/4/4/02/13 (X1 Post)
Johannesburg Ref No: HR 4/4/4/03/01 (X4 Posts)
Mamelodi stationed at Pretoria Ref No: HR 4/4/4/03/02 (X2 Posts)
Kempton Park stationed at Pretoria-Ref No: HR 4/4/4/03/03 (X1 Post)
Pretoria Labour Centre Ref No: HR 4/4/4/03/04 (X1 Post)

REQUIREMENTS

Vereeniging Labour Centre stationed at Pretoria Ref No: HR 4/4/4/03/14 (X1 Post)
Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: Compensation Fund Policies, Procedures and Processes, Relevant Stakeholders, Human Anatomy/ Biology and medical terminology, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID Delegation, Promotion to Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (Written and Verbal) Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES

Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

ENQUIRIES

Mr SS Mdluli Tel No: 012 319 913

APPLICATIONS

To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/47

CLAIMS PROCESSOR REF NO: HR4/4/5/27

SALARY

R218 064 per annum

CENTRE

Labour Centre: Durban

REQUIREMENTS

Grade 12 / Senior Certificate. Three-year tertiary qualification in Public Management/ Administration / Social Science / OHS / Finance / HRM will be added advantage. Experience: None. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and Records Management, Telephone Skills and Etiquette.

DUTIES

Adjudicate the registered claims. Preparation of compensation benefits. Handle claims enquiries. Render administration activities.

ENQUIRIES

Mr SA Mchunu Tel No: (031) 401 9424

APPLICATIONS

To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/48

INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO:HR4/4/5/33

SALARY

R218 064 per annum

CENTRE

Vryheid 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

Mr F Dladla Tel No: (034) 980 8916

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/49 : **CLIENT SERVICES OFFICER: REGISTRATION SERVICES (X2 POSTS)**

SALARY : R218 064 per annum
CENTRE : Labour Centre: Richmond Ref No: HR4/4/5/32 (X1 Post)
Labour Centre: Butterworth Ref No: HR4/4/1/150 (X1 Post)

REQUIREMENTS : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

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

ENQUIRIES : Ms B Ndlovu Tel No: (033) 212 2768
Mr. TM Madikazi Tel No: 047 491 0656

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/50 : **UI CLAIMS OFFICER REF NO: HR 4/4/8/830**

SALARY : R218 064 per annum
CENTRE : Bethlehem Labour Centre

REQUIREMENTS : Grade 12\ Senior Certificate; 0-6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Decision Making.

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

ENQUIRIES : Mr. T Moholi Tel No: (058) 303 5293

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/51 : **SENIOR ADMIN CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/8/15**

SALARY : R181 599 per annum
CENTRE : Labour Centre: Springbok

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. H Goci Tel No: (027) 718 1508

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 14/52 : **ADMINISTRATION CLERK: PUBLIC EMPLOYMENT SERVICE REF NO: HR4/4/4/03/07**

SALARY : R181 599 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

DUTIES : Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

ENQUIRIES : Mr V Mazibuko Tel No: 011 853 0300
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

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

ERRATUM: Kindly note that the advertised post of Senior Vetting Investigator Ref No: CMS03/2023 (post 03/61) in the Public Service Vacancy Circular no: 3 dated 27 January 2023 has been withdrawn.

MANAGEMENT ECHELON

<u>POST 14/53</u>	:	<u>CHIEF DIRECTOR: COMMUNICATIONS AND ADVOCACY REF NO: CMS18/2023</u>
<u>SALARY</u>	:	R1 269 951 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification in Journalism / Communications or relevant qualification on NQF 7 within the related field. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of corporate communications. Understanding of media management legislation and regulatory framework. Strategic capability and leadership; people management and empowerment. Knowledge of media. Ability to develop and apply policies. Understanding of change management, project management and financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning management. Administrative and HR procedures. Good coordination and stakeholder liaison. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work under extreme pressure and long hours. Completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and implementation of the department's Communication Strategy and Policy; Provide proactive and effective management of the departmental media relations strategy/plan; Lead the development and implementation of public education and awareness portfolio of the department; Facilitate research and sourcing of content from branches for production of speeches and publication in various digital and traditional media platforms. Provide high-level media liaison support and services to the Minister, Deputy Minister and the Director General. Oversee the planning and execution of departmental events in terms of the departmental events plan. Ensure the provision of effective internal communication services. Facilitate effective management of all communication initiatives that profile the work of government and the department. Provide leadership in intergovernmental communications programmes (Clusters and Government Communicators Forum) in collaboration with GCIS.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Bhunu Tel No: 012 399 9946 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.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Management Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to

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

CLOSING DATE

: 15 May 2023

POST 14/54

: **DIRECTOR: SOCIOECONOMIC SECTORS REF NO: CCAQ06/2023**

SALARY

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

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification in Environmental Management or Development Planning or relevant qualification on (NQF7) within the related field as recognised by SAQA. Extensive experience in the relevant field. A minimum of five (5) years' experience at middle/senior management level within the relevant field. Knowledge of environmental, climate change and development issues (globally, regionally, locally). Proven competence in the area of climate change adaptation. Specialist knowledge of the latest international and national theory and developments in respect of climate change impacts, risks and vulnerability assessments as well as adaptation planning. Ability to undertake climate risk and vulnerability assessments for socio-economic sectors and coordinate climate change adaptation planning.; Good interpersonal relations skills. 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. Stakeholder engagement; Negotiation skills; Public Relations; Research 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

: Coordinate climate change adaptation responses in the socio-economic sectors of society in partnerships with relevant departments. Assess and rank the risks to the society and environment associated with the various possible climate change impact scenarios. Coordinate the development of the risk profile of the socio-economic sectors. Provide strategic leadership to mainstreaming of climate change into sector departments planning instruments. Provide strategic leadership, support and assist affected sector in mainstreaming key short- and medium-term adaptation interventions into the social sectors. Manage the support for the development of sector strategies for infrastructure, human settlements and

planning, health, disaster risk and management response measures. Manage and develop sector strategies for agriculture, forestry, water, fisheries and tourism response measures. Coordinate provincial and local support programme to integrate climate change into planning tools and build capacity for climate response. Coordinate the implementation of climate change adaptation research strategy.

**ENQUERIES
APPLICATIONS**

: Mr T Ramaru Tel No: 012 399 9252
: 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.

Application for KZN must be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X9029, Pietermaritzburg, 3200 or hand-deliver to 185 Langalibalele Street, Old Mutual building, Pietermaritzburg ,3200

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 22 May 2023

OTHER POSTS

POST 14/55

: **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO:
CFO21/2023**

**SALARY
CENTRE**

: R766 584 per annum
: Pretoria

REQUIREMENTS

: A Degree/ National Diploma (NQF6) in Supply Chain Management or equivalent qualification in the related field coupled with 3-5 years' experience in supply chain management of which 3 years should be at entry / junior management level (Assistant Director Level or equivalent). Knowledge of acquisition management, procurement and business practices. Ability to establish and manage acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and acquisition of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Acquisition Management; Government budgeting processes; Risk management; Public Service financial legislative frameworks; Contract management; Financial Management; PUBLIC Finance Management Act (PFMA) and Departmental policies and procedures. Skills: Policy formulation; Negotiations skills; Computer Literacy; Presentation and public speaking; Project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Public Relations; Research; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI) and Problem Solving and Analysis. Personal Attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills; Creativity; Ability to work under pressure; Ability to work with difficult persons and to resolve conflict. Character beyond reproach; Articulate and Sense of responsibility and loyalty. Initiative and creativity.

DUTIES

: Participate in the research and needs analysis for the Department. Check and verify approval for outsourcing of goods/services. Check specifications from project managers for correctness and accuracy. Ensure timeous advertisement of bids requirements. Manage proper recording of bid proposals. Ensure all bids received and awarded are correctly published on DFFE website and Government Tender Bulletin and media, which it was advertised in. Verify bidding documentation for distribution. Ensure the opening and closing of bid box during closing of bids. Ensure proper recording of bid proposals. Provide technical support to the bid evaluation committee and calculate points in terms of functionality, price and B-BBEE. Check recommendations and documentation to the Departmental Adjudication Committee (DAC) for accuracy and correctness. Provide monthly B-BBEE status report on bids awarded. Provide progress report on bids awarded with skills transfer. Establish the bid specification, bid evaluation and bid adjudication committees, and oversee the proper functioning of the committees. Ensure co-ordination and facilitation of procurement of goods/services above R1000 000,00 and professional services below R1000 000,00. Reviews of Supply Chain Management Policies and delegations. Provide continuous advice, support to line manager, and ensure compliance with all supply chain management policies/delegation/legislation. Annual review supply chain Management delegations and policies. Inform officials of updated delegations and policies. Monitor adherence to delegations and policies by Branches. Interact, liaise and advise regarding supply chain management related matters and the utilisation of public financial resources. Manage the annual SCM risk assessment, Develop the SCM risk universe and risk response plan.

ENQUIRIES

: Mr. K Magano Tel No: (012) 399 9515

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.

**FOR ATTENTION
NOTE**

: Human Resource Management
: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have

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

CLOSING DATE

: 15 May 2023

POST 14/56

: **IT DATABASE ADMINISTRATOR REF NO: CMS14/2023**

Re-advert readvertisement applicants that previously applied need not apply again their applications will still be considered.

SALARY

: R766 584 per annum, (all-inclusive remuneration package)

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma (NQF6) in Information Technology or relevant qualification. A minimum of 3 years' experience in Database Design, of which three (3) years should be in junior management level (ASD) in Information Technology or relevant field. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, Information Systems, Desktop management, Systems Development Life Cycle, Office Automation, Infrastructure Development, Public Service and Departmental procedures and prescripts, financial management and HR practice & procedures. Knowledge and understanding of project management, change management, people management and empowerment. Sound planning and organizing skills, communication skills, interpersonal relations skills, analytical and problem-solving skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work with difficult persons and to resolve conflict. Ability to work under extreme pressure. Ability to work individually and in team. Ability to work long hours voluntarily.

DUTIES

: Manage the Installation, configuration, upgrading of data migration, database creation, maintenance, storage and capacity planning management of licenses and support. Ensure availability of IT services. Pro-active monitoring of the collection and analysis of database statistics. Develop, Implement, and maintain backup and recovery plans, procedures, best practices, and standards, ensure backup and recovery plans for all databases. Implement measures to ensure data integrity and security of all databases. 5. Implementation of the master systems plan.

ENQUIRIES

: Ms N Dlamini Tel No: 012 399 8725

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.
Application for KZN must be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X9029, Pietermaritzburg, 3200 or hand-deliver to 185 Langalibalele Street, Old Mutual building, Pietermaritzburg ,3200

FOR ATTENTION NOTE : Human Resource Management
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CLOSING DATE : 22 May 2023

POST 14/57 : **DEPUTY DIRECTOR: VESSEL AND HELICOPTER MANAGEMENT REF NO: OC07/2023**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive package)
: Cape Town (Waterfront)
: Degree or National Diploma in Maritime Studies; Maritime Economics or Logistics Management Or equivalent qualification in related field, plus 3–5 years' experience in Maritime operations or related field. The incumbent to have at least 3 years' relevant experience at junior management level (ASD). Commercial Aviation Management Training and Advanced Project Management will be an added advantage. Experience in Port Regulations, Clearing & Forwarding, Contract Management Vessel Operations, IMO Regulations, Administrative procedures, Ship Management, Ship Financial Management, Project Management, Risk Management, ISPS Code; ICAO Regulations, and Civil Aviation protocols. Planning and Organising, Computer literacy, Leadership and Management,

Communication skills (written and spoken), Negotiation, Programme and Project Management, Decision-making skills, Report writing skills, Analytical skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good and interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations and ability to take Initiative.

DUTIES

: Ensure operational, policy controls and financial sustainability of the Vessel operations and technical oversight. Maintain presence in the Antarctica and Southern Oceans. Implement ship management protocol. Ensure crew training, development and transformation. Monitor the performance of crew in terms of career progression and training initiatives. Manage SA Agulhas II budget and ensure optimal utilization of funds. Implement the Ship Access Control Policy. Implement Drug and Alcohol Policy. Contract management of the S.A. Agulhas II and Algoa and quay management (East Pier, Waterfront). Monitor the performance of Contractors and Service Providers to ensure adherence to SLA's or contractual obligations. Monitor performance of various suppliers and contractors that are commissioned to perform supply and maintenance activities on Departmental Vessels. Ensure good customer relations and stakeholder management. Research/literature studies on new industry / sector developments to improve expertise. Engage with Search and Rescue Coordination Centre. Liaise with Civil Aviation Authority with regard to inspections on Aircrafts. Follow up on audit findings with regard to contract compliance and safety related. Ensure shipping governance and security management. Provide support to the security personnel to be able to assist in the ship berthing recording. Ensure compliance to the Port security regulations. Ensure cost recovered for vessels Berthing at East Pier and charter revenue. Ensure SHEQ compliance. Manage and mitigate risks which will be a threat/danger to the Departments assets and the vessels. Implement fuel efficiency analysis and reporting. Develop a Business Plan to promote chartering and revenue generation. Ensure proper cargo and passenger documentation for shipping purposes to avoid any future possible litigation against the Department. Manage technical and related personnel and assets. Ensure the helicopters are delivered on time, used efficiently and all incidents are reported.

**ENQUIRIES
APPLICATIONS**

: Dr L Fikizolo Tel No: 021 493 7029
 : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 09 May 2023

POST 14/58

: **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO22/2023**

SALARY

: R393 711 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A 3-year Degree/ National Diploma (NQF6) in Supply Chain Management or equivalent qualification in the related field coupled with 3-5 years' experience in supply chain management. Knowledge of procurement and business practices. Ability to establish and manage Demand systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and Demand plan of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Skills & Competencies: Advanced skills in policy formulation; Advanced negotiation skills; Adequate skills in computer use; Advanced skills in financial; Advanced skills in respect of formal presentation and public speaking; negotiation skills. Management and project management. Good interpersonal relations; Relationship Management; Stakeholder engagement; Public Relations; Research; 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.

DUTIES

: Participate in the research and needs analysis for the Department. Update and provide report on the procurement plan. Ensure an effective SCM performance management system is developed and implemented in accordance with departmental policies and procedures and applicable legislative. Develop and review the Departmental Preferential Procurement Regulation and when required. Report on supply chain management information as required to internal and external stakeholders. Enhance the database and align it to Treasury Circulars and practice notes. Facilitate Acquisition Management in compliance with SCM legislations, prescripts and sound corporate governance. Ensure that all bids received and awarded are published on DFFE website, Government Tender Bulletin and media. Monitor the opening and closing of bid box. Ensure proper recording of bid proposals received. Ensuring that checking of compliancy of every bid received is correct. Ensure that project managers are informed timeously to arrange BEC meetings. Ensure the correctness of the goods and services in order to mitigate DFFE procurement risk and audit exposure. Confirm the procurement of bids above R1000 000.00 within 120 days. Provide monthly B-BBEE status report on bids awarded. Confirm the procurement of bids below R1000 000.00 within 40 days. Submit all mandatory reports to DD; Tender register, Bids Implementation register, skills report etc. Timely and relevant supply chain information reported to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements.

ENQUIRIES

Mr. K Magano Tel No: (012) 399 9515

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.

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CLOSING DATE

: 15 May 2023

POST 14/59

: **ESTATE MANAGER: WOODLANDS& INDIGENEOUS FOREST MANAGEMENT**

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum
: KZN Umzimkhulu
: Degree/National Diploma (NQF6) in Forestry or relevant equivalent qualification within related field with a minimum of three (3) years relevant experience in Indigenous Forest management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), management and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health and Safety Act, PFMA, Treasury Regulations. Knowledge and understanding of PCI&S framework, Participatory Forest Management, and relevant environmental legislations. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, good interpersonal relations. Ability to work under pressure and after hours. Planning and organizing skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.

DUTIES

: Provide leadership and direction with regards to sustainable management of the indigenous forests in the Forest Estate, based on the following key performance areas: Implement criteria, indicators, and standards for sustainable management of indigenous forests. Conduct Forest Assessments and monitoring. Conduct the principle, criteria, indicators, and standards (PCI&S) self-audits. Development, maintenance, and implementation of management plans. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Develop and

implement resource security plan for the estate. Disseminate technical and general information to relevant stakeholders (internal and external) and advise stakeholders on amendments in policies, protocols, regulations and guidelines. Manage and develop human resources. Enforce regulations and legislation applicable on the estate. Co-ordinate and conduct regular forest patrols. Conduct financial management and asset management. Manage the infrastructure to ensure the functional utilization, maintenance, and development within the forest estate. Promote environmental awareness and manage internal and external relationships with all interested and affected stakeholders to the estate.

**ENQUIRIES
APPLICATIONS**

: Ms B Mzulwini at 0663288140
: 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.

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CLOSING DATE

: 22 May 2023

POST 14/60

: **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM20/2023**

**SALARY
CENTRE**

: R331 188 per annum
: KwaZulu-Natal (Herry Gwala District)

REQUIREMENTS

: Degree/National Diploma (NQF6) in Forestry/ Development Studies or equivalent qualification within related field plus a minimum of one (1) year' experience. Knowledge: Knowledge of housing management. Knowledge and understanding of the National Forests Acts (NFA) and the National Veld and Forest Fire Act (NVFFA). Knowledge of the function of different departments and levels of government. Knowledge of Operations Management. Knowledge of Reporting systems and processes. Knowledge of Performance Management Systems, Government business practices and policies. Departmental service delivery, Project Management and strategic planning. Relationship management and stakeholder engagement. Public Relations, Research, Strategic Capability Knowledge of Management Service Delivery Innovation (SDI). Leadership skills. Financial Management, Change Management. Honesty and Integrity, Willingness to learn new skills, ability to work under pressure and handle criticism. Ability to gather and analyse information. Team leading and good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Sense of responsibility and loyalty. Taking initiatives, creativity, and willingness to travel.

DUTIES

: Provide technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on forestry greening initiatives. Promote partnership between government, Non-Government Organizations (NGO's) and private individuals and communities to ensure long term commitment to land forestry programmes. Promote sustainable use of natural resources on woodland & indigenous forest areas on privately and communal owned land through partnerships with interested and affected party. Render support on the implementation of livelihood development programs or projects. Facilitate the implementation of projects such as mushroom, bee keeping, vegetable gardens and medicinal gardens etc. Identify areas of challenges. Conduct training to impact skills on the identified programs or projects. Render support on the implementation of forestry enterprise development initiatives. Facilitate the establishment of new afforestation, facilitate the rehabilitation of degraded plantations to a business entity and identify suitable land for forestry development programs. Assist the communities with regard to the registration of legal entities. Provide general administration support services. Compile monthly and quarterly progress reports. Develop and maintain database, provide support for the co-ordination of activities on forestry awareness campaign and empowerment. Facilitate the co-ordination of capacity building workshops on the public participation processes targeting communities.

ENQUIRIES

: Ms. W Kutshwa Tel No: 033 392 7707

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.

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FOR ATTENTION

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- CLOSING DATE** : 22 May 2023
- POST 14/61** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A- MARINE BIODIVERSITY RESEARCH REF NO: 13/2023**
- SALARY** : R326 031 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : National Diploma in Marine Science or relevant comparable qualification, three years post-qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist. A valid code 08/EB driver's license. Knowledge of marine invertebrate biodiversity, in particular inshore and offshore ecosystems. Ability to develop, maintain and operate technological equipment required for biodiversity, ecological sampling and ecophysiology experiments. Experience with laboratory processes, data management, Geographical Information Systems (GIS), statistical analyses of biodiversity and ecological data, and report writing. Good interpersonal and communication skills. Willingness and ability to go on extended field trips, including ship-based surveys; the successful candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951). Possession of a class IV commercial diving certificate, or higher and a small craft skippers' certificate (Merchant Shipping Act, 1951). Experience in research design and application of data collection methods. Familiarity with data management/ quality control and parameters for validation. Experience in data management and analysis software/programs. Understanding of practical application; design; maintenance and/or calibration of marine monitoring equipment/systems. Ability to independently initiate, plan and participate in field work. 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: Knowledge/Experience in technical aspects for Eco physiological/experimental laboratory studies including the set-up and continuous maintenance of instruments and collection of long-term environmental data; and marine invertebrate identifications/taxonomy. Experience at sea and near/inshore field surveys relating to benthic sampling in particular of which a small craft skipper's certificate (Merchant Shipping Act, 1951) and/or knowledge of deployment of oceanographic equipment will be useful.
- DUTIES** : The candidate will be responsible for supporting researchers by performing technical scientific functions and tasks, such as preparation for and participation in research activities, data collection through research cruises setting up experimental/laboratory studies including animal husbandry and data collection, the maintenance and collection of long-term environmental data to support laboratory studies, field and dive surveys, maintenance of laboratory/field equipment, calibration and operation of scientific equipment. The candidate must undergo continuous professional development to keep up with new technologies

and procedures. Produce technical reports and findings. Provide technical/scientific information and advice. Promote public awareness of scientific activities. Perform procurement of equipment and other administrative tasks, maintain databases, and analyse technical and scientific data. Provide mentorship and training where required.

ENQUIRIES : Dr Toufiek Samaai at (0832479485) /Dr Tanya Haupt (0825948168) /Mrs Liesl Janson at (0845176646)

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

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CLOSING DATE : 09 May 2023

POST 14/62 : **PROVISIONING ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: CFO11/2023 (X10 POSTS)**

SALARY : R269 214 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Supply Chain Management or equivalent qualification within the related coupled with a minimum of one (1) year experience in Supply Chain Management, Procurement, or related field. Thorough knowledge and understanding of government procurement systems and relevant legislation. Knowledge of supply chain management and database management. Knowledge of PFMA; PPPFA and supply chain policies and procedures. Knowledge of Treasury Regulations and BBBEE acts. Monitoring and evaluation theory and methodology; monitoring and evaluation systems. Project management; problem identification and solving skills. organisation and presentation skills. Interpersonal and diplomacy skills; decision making skills; negotiation and conflict management. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable;

flexible; creative; solution driven, and people orientated; hard-working and highly motivated. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.

DUTIES

: Facilitate the process of developing the departmental annual procurement plan. Determine whether specifications should contain any special conditions. Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objective. Analyse specification/terms of reference. Track all movements of specification and terms of references submission. Ensure compliance with prescript requirements. Prepare monthly and quarterly demand management reports. Attend to relevant queries. Render effective administration of quotations.

ENQUIRIES

APPLICATIONS

: Ms FT Maleho Tel No: 012 399 8755
: 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.

Application for KZN must be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X9029, Pietermaritzburg, 3200 or hand-deliver to 185 Langalibalele Street, Old Mutual building, Pietermaritzburg ,3200

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 22 May 2023

POST 14/63

: **MARINE RESEARCH ASSISTANT REF NO: OC12/2023 (X2 POSTS)**

SALARY

: R269 214 per annum

**CENTRE
REQUIREMENTS**

: Cape Town
:
: National Diploma in Marine Science or relevant comparable qualification. 1-2 years' experience required in relevant field. The candidate must have the following skills: A valid code 08/EB driver's license. Research, sound organising and planning skills. Good communication skills. Computer literacy. Leadership. Basic Analytical skills. Honesty. Ability to work long hours voluntarily. Ability to work individually and in team Good interpersonal relations skills. Laboratory management experience/knowledge. Experience with traditional and/or innovative biological sampling gear and technologies, including analysis of biological samples such as Plankton. Sound knowledge/experience of automated image analysis of plankton and plastics. Willingness and ability to go on extended field trips, including ship-based surveys; the successful candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951). Understanding of practical application; design; maintenance and/or calibration of marine monitoring equipment/systems. Ability to independently initiate, plan and participate in field work. Successful candidate must be within the basic parameters to satisfy sea-going & physical and Safety at Sea Training.

DUTIES

: The candidate will be responsible to perform under supervision technical scientific functions and tasks that require basic interpretation in the presence of an established framework. Preparation for and participation in research activities. Data collection through field surveys. Operation of scientific equipment. Research/literature studies on scientific equipment to improve expertise. Operation of scientific equipment. Sample analysis. Safe laboratory practices. Research/literature studies on scientific equipment to improve expertise. Operation of scientific equipment. Sample analysis Plastics Flow-Cam analysis. Accurate raw data capturing and interpretation. Participate in data processing and validate into databases. Dissemination of data on request in summarized form. Sample analysis. Continuous professional development to keep up with new technologies and procedures. Attend mandatory prescribed courses Self-learning on the job training. Train on CPR functions/ sample analysis

**ENQUIRIES
APPLICATIONS**

: Mr. M Worship Tel No: 082 309 7546 / Mr. J Khanyile Tel No: 083 433 7652
:
: May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

: Human Resource Management
:
: Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this

position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 09 May 2023

POST 14/64

: **FORESTRY FOREMAN REF NO: FOM21/2023**

SALARY

: R151 884 per annum

CENTRE

: KwaZulu-Natal (Ulundi Nursery)

REQUIREMENTS

: ABET Level 4 and minimum 1 years' experience required. Knowledge of propagation, supervisory skills and record keeping. Good communication skills (written and verbal). Interpersonal skills, problem solving and numerical skills. Listening skills, must be responsible, attentive, conscientious and love of plants. Ability to work under pressure, ability to work with difficult people, responsible and loyalty. Honesty, reliable and the ability to work long hours' voluntary. Ability to work with limited supervision, ability to share knowledge, good interpersonal relations.

DUTIES

: Conduct and oversee the seedlings production activities in a nursery, Supervision of operational activities with regards to tree/plant production, i.e supervision of activities such as seed collection, seed cleaning, seed preparation, seeding tray preparation, sowing, cuttings collection, planting transplanting, filling of planting bags, transportation of planting bags to bed, weeding, fertilization, irrigation, general maintenance duties, repair duties. Supervision of all goods and services required in the nursery for optimal production. Co-ordination of all operational activities on the ground in the nursery. Allocation of tasks to the personnel. Leave management for all personnel. Maintain discipline in the nursery, in adherence to DFFE policies and country labour law. Render assistance to all public or customers visiting the nursery looking into procure trees/ plant. The client has to be given appropriate information on the different species available in the nursery and its characteristics, before client procures. Support all clients with technical knowledge of trees, if requested by customers when procuring trees for example information relating to How to plant a tree and maintain a tree once planted. Support to greening programs (such as Arbor month, Edu -plants etc), when requesting, which will entail the following activities, Workshop participation, Distribution trees. Tree planting etc Order seeds and seedling. Provide training and development to staff, provide on the job training, and provide coaching to staff.

ENQUIRIES

: Ms. W Kutshwa Tel No: 033 392 7707

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.

Application for KZN must be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X9029, Pietermaritzburg, 3200 or hand-deliver to 185 Langalibalele Street, Old Mutual building, Pietermaritzburg ,3200

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 DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 22 May 2023
- POST 14/65** : **FORESTRY SERVICE AID REF NO: FOM22/2023 (X4 POSTS)**
- SALARY** : R107 196 per annum, (Total salary package of R 223 729 per annum/conditions apply)
- CENTRE** : Kwazulu-Natal (Ulundi and Nyangweni Nursery)
- REQUIREMENTS** : ABET or relevant qualification. No experience required. Knowledge of Planting and propagation. Communication skills, Planning, Interpersonal skills and Listening skills. Planning and execution, acceptance of responsibility and teamwork. Reliability, self-discipline, and positive attitude.
- DUTIES** : Render functions within nursery. Seeds collection Cleaning of seeds. Seed pre-sowing treatment. Preparation of seedling trays Sowing of seed. Preparation and sowing of cuttings. Filling of planting bags with soil. Prepare space in beds for transplanting. Transplanting of seedling from trays to bags. Transplanting of trees from small to bigger bags. Packing of transplanted trees. Mixing of sand and compost. Manual and chemical weed control. Irrigation of seedlings and trees. Assist with stocktaking. Tagging of plants correctly. Check seedlings and plants for pests and diseases. Assist the customers coming to buy trees. Responsible for the tools allocated. Report any damage in the nursery to the Foreman. Move sand and compost to the tables or beds. Move seedlings, crates, and trees. Keep equipment clean after use. Participate in the sale of seedlings.
- ENQUIRIES** : Ms. W Kutshwa Tel No: 033 392 7707
- 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.
Application for KZN must be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X9029, Pietermaritzburg, 3200 or hand-deliver to 185 Langalibalele Street, Old Mutual building, Pietermaritzburg ,3200
- 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 DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

:

22 May 2023

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resource 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 Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo.
- CLOSING DATE** : 09 May 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned 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. Posts will be filled in line with the approved departmental Employment Equity targets. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal.

OTHER POSTS

- POST 14/66** : **REGIONAL COMMUNICATION COORDINATOR: OVERBERG REF NO: 3/1/5/1-23/30**
Directorate: Western Cape Provincial Office
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Bredasdorp
- 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 equivalent

qualification. Three (3) years communication experience, of which one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. Knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Overberg District and its local Municipalities.

DUTIES

: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Overberg District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES
NOTE**

: Ms Geraldine Thopps Tel No: 021 418 0533
: Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regardless of race and gender.

POST 14/67

: **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 3/1/5/1-23/31**
Directorate: Parliamentary Liaison

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
: Cape Town
: Applicants should be in possession of Grade 12, a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies or Journalism plus 2/3 years' experience in Media and Communication environment. Furthermore, the applicant must have knowledge of department policies and procedures, Project Management, Batho Pele Principles as well as skills in planning and organising, building interpersonal relationships, management and leadership, Computer Literacy, Writing and Communication as well as problem solving, Innovation, Listening and Observation, Negotiation and Event Management. Stakeholder engagement with key focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and Platforms and Government cycle of communication. Ability to work in a team is highly beneficial. A valid driver's license and computer literacy are prerequisites.

DUTIES

: The successful candidate will be required to design and coordinate the media activity diary on behalf of government communication in Parliament. Ensure media liaison support is given to government-related media activities in the Parliamentary precinct and beyond. Distribute media releases/advisories statements to external stakeholders, including the media. Identify communication opportunities and

appropriate communication interventions together with the Deputy Director. Keep abreast of developments within the Parliamentary environment that may impact on government communication and participate as well as consult with the Department's communication structures in order to coordinate communication activities on behalf of Government in Parliament. Monitor and interpret Parliamentary Processes to assist with government messaging and communication. Supervise databases, including media and other stakeholders that may have interest in government work in parliament. Facilitate hybrid, virtual and physical interactions with media and have basic level of technical knowledge of social and broadcast media.

ENQUIRIES

: Ms L Cerf Tel No: (021) 465 3658

NOTE

: Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regales of race and gender.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Potential candidates may apply at <https://www.gtac.gov.za/careers>. NB only online applications will be accepted.
- CLOSING DATE** : 09 May 2023 at 12pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 14/68** : **JUNIOR SPECIALIST SPENDING REVIEWS REF NO: G10/2023**
Public Expenditure and Policy Analysis Unit
Permanent
- SALARY** : R393 711 per annum (Level 09), plus benefit, PSR 44 will apply for applicants already earning in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF Level 7) qualification in Economics, Finance, and/or Public Finance is required. A minimum of 2 years' experience in the field of Public Economics, Budget and Policy Analysis and/or Spending Reviews. Experience in public finance management an advantage
Competencies Required: Budget Management: The ability to manage and increase the available financial resources of the organisation through a process of developing and managing financial expenditure plans, controlling operational costs, maximising revenue and funding opportunities, and controlling financial risks whilst meeting the financial best practice reporting and controls standards and guidelines. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email) Includes the ability to learn new applications associated with the business. Government Knowledge: Knowledge of government tiers and sectors, public expenditure programmes and policies and government service delivery programmes. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding Public Finance Management Act, Preferential Procurement Act, and National Treasury Regulations amongst others. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way.

It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences.

DUTIES

: To provide technical project administration and support to the PEPA technical teams so that the PEPA outputs and commitments are delivered effectively and optimally. Planning Support: To plan and schedule PEPA annual, quarterly, monthly, weekly, and daily plans and tasks as required by receiving schedules, scheduling, inviting relevant stakeholders and coordinating that all required meeting documentation is provided within deadline and prior to meeting. To schedule and coordinate meetings by receiving requests for meetings, identifying priority, identifying schedule opportunities, resolving conflicting meeting schedules, and scheduling appropriately within deadline. To coordinate meetings by booking the venues, organizing documentation, catering and technology as required and prior to meeting. To draft meeting documentation including minutes, agenda's, matters arising, resolutions and meeting invitations, by drafting, submitting for approval and distributing within agreed turnaround time and deadline. To assess and resolve the quality of all documentation by reviewing all documents, checking for accuracy, relevance, and completeness, and amending prior to distributing documents as required. Managing the smooth daily functioning and operations of spending reviews by identifying challenges being faced in the office, identifying solutions, implementing and resolving within deadline. Business Development Support: To complete allocated technical business development activities by fulfilling projects scoping tasks, contributing to technical project design, drafting sections of proposals, integrating standard terms of reference and participating in drafting costings within deadlines. To coordinate contracts negotiations and finalization by understanding requirements, coordinating meetings, fulfilling meeting administrative requirements, coordinating drafting of contracts and facilitating signing by all required parties by deadlines. Support the process of collaborating across the business to understand opportunities and needs of stakeholders and potential clients by engaging with and developing business development plans and approaches as required. To coordinate that post proposal submission reviews are conducted by scheduling coordinating meetings, fulfilling meeting administrative requirements, coordinating drafting of meeting insights and outcomes and distributing by deadline. To coordinate and support completion of business development reports by gathering required data, collating, and submitting by deadline. Spending Reviews Support: Support the development of the Spending Reviews operational plans by coordinating the development of operational plans in line with the strategy, updating with changes required. To deliver on Spending Reviews' deliverables, products and services by assisting with the monitoring of delivery against key indicators, delivering on defined outputs, identifying areas of concern and implementing corrective action as required. To update and contribute data to the PEPA knowledge hub, by managing updating of information and data, managing quality, extracting reports and data, and resolving issues as required. Participate in processes pertaining to Spending Reviews research and review approaches by supporting the designing and developing/maintaining of research and review methodologies, techniques, and tools, approaches/tools to be applied, and implementing as required. Deliver on Spending Reviews' deliverables by coordinating forums and workshops, participating in developing papers and talks, co-drafting case studies, and building expertise and knowledge, as required and at all times. Provide innovative ways of building awareness and supporting delivery of PEPA mandate and strategy through Spending Reviews outputs by identifying opportunities, drafting recommendations and implementing when approved and as required. Technical Administration and Support: To deliver technical deliverables by understanding expectations and requirements, completing technical tasks and activities, complying with methodology and approach, delivering on defined outputs, identifying areas of concern and resolving as required. To design and implement technical tools, and methods by receiving brief, applying insight and expertise, designing, submitting for review, amending and implementing approved tools and methods by deadline. To capture and complete data processing by receiving and sourcing data, reviewing for accuracy and completeness, processing

and capturing data in defined formats and confirming quality of data once processed as required and within deadline. To participate in technical tasks and activities by receiving brief, understanding expectations and requirements, working with technical teams and clients, completing tasks and activities in line with quality requirements and delivering by deadline. To build technical competence and expertise by participating in projects, forums and meetings, building knowledge and expertise, applying expertise across projects, representing PEPA and contributing to projects/meetings and problem solving at all times. To complete technical review reports by reviewing technical outputs, identifying trends and insights, drafting insights and recommendations, drafting reports in defined formats, and submitting by deadline. Project Administration and Support: To maintain the project/programme plans by drafting and updating with progress and changes as required and at least monthly. To complete project administration by understanding administration expectations and requirements, completing administration tasks and activities, maintaining filing, managing project documents, delivering on project administration outputs, identifying areas of concern and resolving as required and within deadline. To support project teams by compiling and distributing approved project initiation packs, coordinating project team meetings, drafting and distributing required documentation and completing meeting administration to standard and within deadline. To provide project management support by understanding project scope, understanding work methodology and approach, drafting project plan, participating in implementation, and delivering required outputs within project deadlines, standards and budget. To monitor project delivery by tracking project progress against plan, updating progress reports, identifying risks and escalating to technical lead for action as required. To support project resource coordination and management by maintaining project resource registers with contact details and project expectations, integrating resource deliverables into project plans and reports, tracking delivery against plans, drafting resource communications on behalf of technical leads, identifying risks and concerns and escalating to project leads as required and on an ongoing basis. To coordinate project close-out by scheduling, drafting required documentation, submitting for revision and review, revising and distributing as required and within deadline. To complete project reports by gathering required information, coordinating inputs and contributions from project team, collating, editing draft reports in defined formats, and submitting for review by deadline. Knowledge Dissemination Administration and Support: To complete allocated knowledge dissemination activities by understanding requirements and expectations, fulfilling tasks, participating in meetings, drafting required documentation and distributing within deadlines. To coordinate knowledge dissemination activities and plans by understanding requirements, coordinating meetings, fulfilling meeting administrative requirements, drafting documents and distributing within deadlines. To capture and complete knowledge dissemination data processing by receiving and sourcing data, reviewing for accuracy and completeness, processing and capturing data in defined formats and confirming quality of data once processed as required and within deadline. To coordinate and support completion of knowledge dissemination reports by gathering required data, collating, and submitting by deadline.

ENQUIRIES

:

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

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Dr AB Xuma Building, 1112 Voortrekker Road, Pretoria Townlands 351-JR or should forwarded to: recruitment@health.gov.za quoting the reference number on the subject email.
- FOR ATTENTION NOTE** : Ms T Moepi
- : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 14/69** : **PROFESSIONAL NURSE REF NO: NDOH 8/2023**
Directorate: MBOD
- SALARY CENTRE REQUIREMENTS** : Grade 1: R400 644 per annum, as per (OSD)
- : Johannesburg
- : Grade 1: A Basic R425 (i.e. Degree/Diploma in nursing) or equivalent NQF 6 qualification that allows registration with the SANC as a professional nurse with proof of registration. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in one of the specialties referred to in the glossary of terms. Experience working in an occupational health environment with miners, ex-mine workers and mining environment dealing with occupational diseases will be an advantage. A minimum of 4 years appropriate experience in nursing after registration as Professional Nurse with SANC in general nursing. Experience in General Nursing care process and procedures, quality assurance, patient experience of care, patients' safety, infection control, and relevant legal frameworks e.g. National core standards. Knowledge and insight into the relevant legal framework such as the nursing act, scope of practice, and basic knowledge of the Labour Relations Act. Understanding of Public Service Regulations. Good ethical practices, caring attitude, quality patient care, multi-cultural, nursing advocacy, first aid, patient support, communication, planning, organizational, conflict and personnel management as well as administrative skills.
- DUTIES** : Ensure the quality of work and the number of active and ex-mine workers accessing benefit medical examinations at the MBOD. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost-effective, efficient and equitable manner including the overall management of nursing services. Participate in outreach programs where required. Provide in-service training for nurses that are contracted service providers. Render BME services. Oversee and manage the clinic's administrative and operational activities of occupational health nursing services. Perform administrative duties required for the job. Keep records of the

number of ex-mine workers accessing benefit medical examinations for the annual report. Management of risk and audit queries. Practices within the relevant and appropriate frameworks. Ensure compliance with the practice requirements of an OHNP as prescribed in the Occupational Health and Safety Act and the Mines Health and Safety Act.

ENQUIRIES : Dr Nhlanhla Mtshali at 011 356-5669
CLOSING DATE : 09 May 2023

POST 14/70 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 9/2023**
Directorate: Compensation Commissioner for Occupational Diseases (CCOD).

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

REQUIREMENTS : A three-year National Diploma in Public Administration / Public Management / Office Administration or Management / Business Administration or Management or equivalent NQF 6 qualification as recognized by SAQA. At least three (3) years' experience as a supervisor in claims processes or management of a Fund as well as experience in management of governance committees. Exposure in stakeholder management within and outside the public service sector and client benefits. Experience in outreach services for ex-mine workers and support to decentralized service units. Knowledge and understanding of the application of Government and Departmental Policies, Financial Policies as guided by Treasury Regulations, Labour relations Act, BCEA and EEA. Good communication (verbal and written), coordination, project management and report writing skills. Ability to work independently, with a team and under pressure. A valid driver's license.

DUTIES : Management and supervision of claims section to ensure an effective service. Allocation of duties and performing quality control on the work delivered by supervisors. Advice and lead supervisors regarding all aspects of the work. Governance of committees. Ensure that committees are appointed according to legislation and proper processes is followed. Ensure that meetings of all governance committees are arranged according to the year plan and terms of references. Administration of CCOD programs for active and ex-mine employees in accordance with Occupational Diseases in Mines and Works Act. Provide awareness, training and support to ex-miners and mine workers on Compensation and ODMWA. Training and support to Occupational Health Centres and One Stop Service Centres and outreach activities. Management of risk audit queries. Ensure safety and confidentiality of the information and documents in the office of the Commissioner. Verify all the in and out correspondence and documents of the office of the commissioner. Ensure and verify claims documents for rightful beneficiary and avoid double payments

ENQUIRIES : Ms T Mama Tel No: 011 356-5669
NOTE : Please note that preference will be given to female applicants as well as persons with disabilities.

CLOSING DATE : 09 May 2023

POST 14/71 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: NDOH 10/2023**
Directorate: Financial and Management Accounting

SALARY : R393 711 per annum, (plus competitive benefits)
CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or equivalent NQF 6 qualification in Accounting or Financial Management. Advanced Diploma/Degree (NQF 7) in Finance will be an advantage. At least three (3) years' relevant experience at supervisory level within government Financial Accounting environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DORA) and Financial Delegations. Knowledge of BAS, SafetyNet and Vulindlela. Knowledge of government financial statement, departmental policies and procedures. Good communication (verbal and written), analytical and computer skills (MS Office packages).

DUTIES : Prepare interim and annual financial statements. Liaise with Auditor-General, National Treasury and staff within the department relating to financial statement information. Compile and maintain irregular, unauthorised and fruitless and

wasteful expenditure. Maintain record keeping of irregular, unauthorised and fruitless and wasteful expenditure detected. Maintain losses and damages reported. Arrange meetings for losses and damages cases. Management of resources and risk and audit queries. Keep track record of all registers within the area of responsibility.

- ENQUIRIES** : Ms GB Mawela Tel No: 012 395 8695
- NOTE** : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.
- CLOSING DATE** : 09 May 2023
- POST 14/72** : **SENIOR HUMAN RESOURCE OFFICER REF NO: NDOH 11/2023**
Directorate: MBOD
- SALARY** : R269 214 per annum, (plus competitive benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A Matric/Grade 12 and National Diploma (NQF 6) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least two (2) years' experience within Human Resource and Administration environment. Knowledge of Batho Pele principles, Departmental policies and procedures, HR related, Public Service Act as well as Public Service Regulations. Good communication (verbal and written), planning, organization, teamwork and computer literacy skills. Ability to maintain high level of confidentiality. A valid driver's license.
- DUTIES** : Supervision of personnel. Monitor that there are sufficient resources to effectively smooth operations and ordering of supplies in the unit when necessary. Interpret, advice and apply the internal departmental policies, prescripts and Acts to employees. Convey monthly meetings with the personnel to provide an update on management decisions. Manage and administer efficient filing of personnel files and making easier retrieving of the files when needed. Coordinate, administer, and undertake implementation and maintenance of human resource administration practices. Provide general administrative support, enquiries and efficient resource management. Coordination of the implementation of Human Resource functions; HR provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, and secretariat functions at interviews, absorptions, probationary periods, etc.). Coordinate performance management. Liaise with PMDS unit regarding PMDS policies and procedures. Ensure performance management compliance, processes, and policies are adhered to. Management of risk and audit queries. Ensure all human resource processes and procedures are executed according to departmental policies and procedures on human resource management.
- ENQUIRIES** : Ms D Leseyane Tel No: 011 356-5669
- CLOSING DATE** : 09 May 2023

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Letaba (TVET) College)
(Thekwini TVET College)

ERRATUM: DEPARTMENT OF HIGHER EDUCATION: (LETABA TVET COLLEGE): Kindly note that the centre for the post of Student Support Officer with Ref No: LET 08/01/2023 which was advertised on Public Service Vacancy Circular 08 dated 03 March 2023 has been changed from Modjadji Campus to Maake Campus. Enquiries regarding the above information should be directed to: Mr Kl Mojela / Ms PL Mokgobi Tel No: 015 307 5440

OTHER POSTS

<u>POST 14/73</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: LET 20/04/2023</u> (Permanent)
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Tzaneen (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelor's degree in Civil Engineering/ Building Science/ Architecture/ Quantity Surveying or relevant equivalent qualification. A qualification in Project Management will be an added advantage. Five years relevant working experience with a minimum of two years' experience at supervisory level in the construction/ Civil/ built environment. Must be Computer literate. Knowledge and understanding of the construction and built environment. Knowledge of drafting maintenance and security plans. A valid drivers' licence.
<u>DUTIES</u>	:	Develop and implement college infrastructure development and maintenance plan. Coordinate college fleet and ensure proper control and maintenance of all college vehicles. Manage the contractors and service providers functions by ensuring that all deliveries are met within the reasonable and agreed timelines. Strengthen internal controls on project and contract management. Prepare the project file for auditors and assist with resolving of audit queries. Manage the performance and development of all employees within the Unit. Prepare monthly, quarterly and annual reports for Management and Council. Perform any other official duties as instructed by the Supervisor.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>APPLICATIONS</u>	:	Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street.
<u>NOTE</u>	:	Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with fully completed new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1 st 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.

- CLOSING DATE** : 19 May 2023 at 16:00
- POST 14/74** : **HEAD OF ADMINISTRATION**
(Permanent)
- SALARY CENTRE** : R393 711 per annum (Level 09)
: Ref No: LET 21/04/2023 (Tzaneen Campus)
: Ref No: LET 22/04/2023 (Maake Campus)
: Ref No: LET 23/04/2023 (Giyani Campus)
- REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelor's degree in Public Administration/ Management/ Business Administration or relevant equivalent qualification. Five years relevant working experience with a minimum of two years' experience at supervisory level. Must be computer literate. Knowledge and understanding of the Post School Education and Training (TVET) sector. Must have a valid drivers' licence.
- DUTIES** : Manage and monitor the campus's student enrolment by reviewing registration process, holding registration workshop for Administrators, set up standard registration system and structures for the campus. Review and align the registration manual for the campus with DHET registration standards. Development of administration policies and procedure manual. Provide a clean working environment by monitoring cleanliness within the campus. Provide statistical reports from by MIS. Compile and analyse reports and submit to relevant stakeholders. Maintain physical and/or electronic information records by developing and implementing records management schedule for the campus and set up records and information centre for the campus. Manage Human, Financial and other resources in the unit by providing administration support services, rendering management service to staff and managing the development and performance of staff.
- ENQUIRIES APPLICATIONS** : Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street.
- NOTE** : Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with fully completed new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 19 May 2023 at 16:00
- POST 14/75** : **SENIOR EXAMINATION OFFICER (X1 POST)**
(Permanent)
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY CENTRE** : R331 188 per annum (Level 08), plus benefits
: Thekwini TVET College (Central Office)
- 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 TVET examination and assessment environment Experience in the interpretation and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures Knowledge of the LSS portal 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 Sound Knowledge of legislation regulating examinations and assessments .Knowledge and understating of COLTECH system and TVETMIS Knowledge of National, Provincial Examination Policy Frameworks relevant to TVET, 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, efficient internal, 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 2508400 ext. 408/232
APPLICATIONS : Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

NOTE : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. 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 : 09 May 2023

POST 14/76 : **CAMPUS ADMINISTRATOR REF NO: CAMP 01/2023 (X3 POSTS)**
 Permanent
 Re-advertisement, all candidates who previously applied do not need to re-apply.

SALARY : R269 214.per annum (Level 07), plus benefits
CENTRE : Thekwini TVET College: (Asherville, Cato Manor & Umbilo Campuses)
REQUIREMENTS : Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant 1-2 years relevant experience in TVET 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) Code EB/C1 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 Prepare reports ,
 presentation, and other correspondence Arrange meeting, conferences,
 workshops and other Campus related gatherings Provide secretariat services to
 Campus Management 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 .Supervise student registration and examination
 process Coordinate part time claims coordinate EHW programmes Supervise
 procurement services in the Campus(Requisitions , Receiving of goods , stock
 control and asset management) Administer student registration and examination
 processes:- Store student portfolios of evidence ,student records ,Capture and
 reconcile information for students 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 2508400 ext. 408/232
- APPLICATIONS** : Please apply through www.thekwini.edu.za We do not accept hand delivered,
 emailed and/or posted applications, all applications must be done on Thekwini
 TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public
 Service Department or on the internet at (www.gov.za/document)), which must be
 completed in full, signed and dated by the applicant. 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** : 09 May 2023
- POST 14/77** : **CHIEF REGISTRY CLERK REF NO: CORP 07/2022 (X1 POST)**
 Permanent
 Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric Certificate or equivalent with 6-10 years clerical/administration working
 experience OR A recognized REQV13 qualification in Public Administration
 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 Knowledge of registry duties, mailing , courier services as
 well as ability to capture data and operate a computer .Knowledge of filling of
 documents , storage and retrieval procedures in terms of the working environment
 Working knowledge and understanding of legislative framework governing the
 Registry work such as NARS Act ,Public Services Act , POPI Act etc. Ability to
 interpret, apply policies, directive and relevant prescripts Planning and organising,
 presentation and report writing skills •Good communication skills (Verbal and
 written) Code EB / C1 Valid driver's license.
- DUTIES** : Supervise the opening and closing of files according to the applicable record
 classification system; Filing storing, tracing, and retrieving of documents and
 pending files; Ensuring that index cards are completed; Allocate of filing numbers;
 supervise the usage of franking machine. Do spot check of postal articles.
 Supervise the handling of incoming and outgoing correspondence Supervise the
 operation of the office machines in relation •Supervise the processing of documents
 for archiving and/disposal Supervise human resource under your supervision.
- ENQUIRIES** : Ms. Siyethemba Ndwandwe Tel No: 031 2508400 Ext 402

- APPLICATIONS** : Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. 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** : 09 May 2023
- POST 14/78** : **SECRETARY REF NO: CAMP 02/2023 (X3 POSTS)**
Permanent
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), plus benefits
Thekwini TVET College: (Centec, Melbourne & Springfield Campuses)
Grade 12 or equivalent qualification One (1) year clerical experience in typing and secretarial will be an added advantage. Good telephone etiquette. Computer literacy (including Outlook, Excel, Word, Access, and PowerPoint) Ability to communicate well with people at different levels and backgrounds Sound organizational skills Good people skills High level of reliability Basic written communication skills. Ability to act with tact and discretion Ability to maintain high level of confidentiality Code EB / C1 Driver's license will be an added advantage.
- DUTIES** : Provide administrative and secretarial support service to the Campus Manager. Coordinates and arrange meetings. Identifies venues, invites role players, organizes refreshments, and sets up schedules for meetings and events Minutes taking during meetings Prepare supporting documentation for meetings, presentations, reports and projects. General administrative duties including photocopying, scanning, and faxing Receives, records, and distributes all incoming and outgoing documents. Provide a clerical support service to the Campus Manager Manage the diary of the Campus Manager.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232
Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. 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** : 09 May 2023
- POST 14/79** : **RECEPTIONIST REF NO: CAMP/CO 03/2023 (X5 POSTS)**
Permanent
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY** : R151 884 per annum (Level 04), plus benefits

- CENTRE** : Thekwini TVET College: (Central Office & Asherville, Cato Manor, Centec, Springfield Campuses)
- REQUIREMENTS** : Matric certificate or equivalent One (1) year experience in front office will be an added advantage Ability to communicate in English and isiZulu. Computer literacy 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** : Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232
- POST 14/80** : **DRIVER / MESSENGER REF NO: CORP 09/2023 (X2 POSTS)**
Permanent
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY** : R151 884 per annum (Level 04), plus benefits
CENTRE : Thekwini TVET College (Central Office)
REQUIREMENTS : Matric certificate or equivalent 7-12 months relevant experience in transporting goods and services Valid Code EB/ C1 Driver's Licence Be in possession of a valid Public Driving Permit (PDP) Knowledge of Durban and surrounding areas Fluent in both English and IsiZulu Good Communication skills. Pleasant Responsible, Trustworthy and Reliable. Good interpersonal skills. Willingness to work over and the above normal working hours and physically fit to lift and load heavy items. Knowledge of routine maintenance of vehicles and safe driving skills. Ability to accept accountability and responsibility to work independently.
- DUTIES** : Daily transporting of official passengers, post, packages, and equipment Perform driving and messenger functions and routine office support functions Attend to deliveries and pickups. Ensure accurate completion of logbooks. Perform route administrative duties when required and respond to emergencies when necessary.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232
APPLICATIONS : Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. 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** : 09 May 2023
- POST 14/81** : **PHOTOCOPY OPERATOR REF NO: CORP 10/2023 (X1 POST)**
Permanent
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY** : R107 196 per annum (Level 02), plus benefits
CENTRE : Thekwini TVET College (Central Office)

- REQUIREMENTS** : Standard 8 / Grade 10 Basic Education Six (6) months working experience as photocopy operator will be an added advantage 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 Ability to maintain high level of confidentiality.
- DUTIES** : 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.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232
- APPLICATIONS** : Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. 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** : 09 May 2023

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 10 May 2023

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

MANAGEMENT ECHELON

POST 14/82 : **DEPUTY DIRECTOR - GENERAL: INFORMATION SERVICES (CIO) REF NO: HRMC 24/23/1**
Branch: Information Services

SALARY : R1 590 747 - R1 864 698 per annum (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Pretoria

: An undergraduate qualification in Information Technology / Information Science / Information Systems / Computer Science / Information Technology and Engineering at NQF level 7 and a postgraduate qualification at NQF level 8 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 8-10 years' experience at a senior managerial level. Extensive experience in ICT environment. Extensive experience in programme and project management. Knowledge of the Public Service Regulatory Framework. Sound knowledge and understanding of the Departmental Legislation and prescripts. Understanding of Human Resource Regulatory Framework. Knowledge of Minimum Information Security Standards (MISS) as well as the Protection of

Information Act. Knowledge of Information Technology Infrastructure Library (ITLL). Sound knowledge and understanding of GITO Council regulations. In depth knowledge of the GITO Council regulations. In depth knowledge of the GITO Strategy, Standards, Norms and Policies. Required skills and competencies: Strategic capability and leadership. Policy interpretation. Ability to make connections and a diplomacy. Accountability. Strong financial management. People management and empowerment. Business Continuity. Strong technology and business acumen. Ability to translate Technology Language into English. Technical expertise. Crisis and Change Management. Project Management. Decision making and initiating action. Problem solving analysis. Stakeholder relations and customer focus. Time management (ability to meet deadlines). Excellent verbal and written communication skills. Planning and organising. Dealing with pressures and setbacks. Business Report Writing. Influencing and Networking. Computer Literacy. IT Skills. On call is required. Extended working hours are required. A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction on IT Operations, IS Governance and Special Initiatives processes. Oversee the smooth operations of Information Services Governance programmes. Lead and Provide IT Strategy that is aligned to business needs and requirements. Oversee the smooth operations and availability of all information systems and IT infrastructure. Provide strategic direction on IS infrastructure, Applications Management and IT Service Management operations. Provide strategic leadership on the alignment of National Strategic Objectives, policy and standards (IT Technology Infrastructure Library). Provide strategic direction on management of ITLL (Information Technology Infrastructure Library) principles within the ICT department and achieve ISO 20000 accreditation. Provide strategic direction, leadership and ensure the strategic repositioning. Participate in the strategic planning for DHA and cascading strategic objectives into the branch. Provide strategic and leadership and ensure focus on strategic imperatives. Ensure business transformation and partnership with various stakeholders. Ensure the alignment of tactical plans to business requirements to ensure effective strategy execution. Provide strategic direction on continuous performance improvement initiatives. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations. Manage compliance with legislation, regulations, DHA policies and procedures. Oversee compliance with all audit requirements of the Branch. Ensure the development of quality and risk management frameworks, standards and practices. Manage human, financial and physical resource within the unit. Report on the performance of the unit against the Annual Performance Plan (APP), business requirements and targets. Oversee the development and implementation of the Business Plans for effective prioritisation and resource planning. Agree on training and development needs of the unit. Manage the implementation of compliant performance management system.

ENQUIRIES

: Ms C Mocke at 082 301 8580

APPLICATIONS

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: isrecruitment@dha.gov.za

POST 14/83

: **CHIEF DIRECTOR: BACK OFFICE IDENTITY DOCUMENT PROCESSING REF NO: HRMC 24/23/2**
Branch: Civic Services
Chief Directorate: Back Office Identity Document Processing

SALARY

: R1 308 051 - R1 563 948 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Head Office, Pretoria,
: An undergraduate qualification in Public Management / Public Administration / Operations Management / Social Sciences / Law at NQF level 7 as recognised by

SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in operations management environment. Knowledge of the South African Constitution. Knowledge of Public Service Act. Knowledge of Civic Services Legislations and Prescripts. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Identity (Biometrics) systems. Understanding of other Departmental regulations and prescripts, as well as human resources frameworks. Sound knowledge and application of Birth, Marriages and Death Acts, Identification and Identity Documents Act as well as the Citizenship Act. Required skills and competencies. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Change, risk and financial management. Good verbal and written communication. Decision making and initiating action. Accountability and business continuity. Problem solving and analysis. Computer literacy. Presentation and business report writing skills. Influencing and networking. Planning and organising. Research methodology and analysis. Policy development. A valid driver's license and willingness to travel. Weekend working, on call and extended working hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee service delivery improvements on Back Office ID Processing. Provide strategic advice and guidance on identity issues in relation to different identity modalities. Oversee the service delivery within the business context of the back office by ensuring that operations are carried out according to processes and procedures. Oversee the processing of identification status related matters in the back office. Provide strategic leadership and direction in the Chief Directorate on Identity management. Manage back office operations / business plans and service delivery improvement plans within the Chief Directorate. Ensure security and verification of ID issued. Provide necessary identity verification information to ensure convenient but strong verification. Manage systems and processes to enhance service delivery. Implement systems for effective turnaround times on enabling documents. Oversee and manage various strategic projects and programmes identified to meet short, medium and long term objectives in the processing of IDs in the back office. Ensure business transformation and partnership with various stakeholders. Build and maintain partnerships with internal and external stakeholders to ensure effective service delivery. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Oversee implementation of best practices to contribute towards improved performance. Monitor effective governance and compliance within the Unit. Provide strategic leadership by identifying gaps and determining policy goals. Develop quality and risk management frameworks, standards and practices. Manage human, financial and physical resources.

**ENQUIRIES
APPLICATIONS**

: Ms C Mocke at 082 301 8580
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: civicsrecruitment@dha.gov.za

POST 14/84

: **CHIEF DIRECTOR: COMMUNICATION SERVICES REF NO: HRMC 24/23/3**
Branch: Communication Services
Chief Directorate: Communication Services

SALARY

: R1 308 051 - R1 563 948 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
: An undergraduate qualification in Public Relations Management / Journalism / Communications Management at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Knowledge of the South African Constitution. Knowledge and understanding of the Public Service Legislations.

Knowledge and understanding of all Departmental Legislations and Prescripts. Knowledge of the Public Finance Management Act and Treasury Regulations. Competencies and skills required for management of a diverse multi-media communications team: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Knowledge and financial management. Excellent verbal, and written communication skills. Decision making and initiating action. Problem solving and analysis. Computer literacy. Above average presentation and business report writing skills. Influencing and networking at multi-stakeholder levels, including government, media houses and corporate institutions. Proof of capability to leverage various platforms for printed, visual and digital media. Planning and organising. Willingness to work extended hours, including weekends where necessary. Interpersonal and negotiation skills. A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure provision of internal communication services in the Department. Develop, manage and implement an internal communication and the plan that is aligned to the Department's integrated communication strategy and strategic objectives. Formulate and ensure implementation of the process that effectively communicate the Department's vision and strategy so that there is understanding buy-in. Manage and implement communication channels and tools that will enable effective communication across the Department. Ensure provision of external communication services in the Department. Develop comprehensive communication strategic programmes and manage external communications. Manage and direct content, implementation of marketing and public awareness campaigns. Ensure media monitoring and liaison in all matters pertaining to the Department. Provide strategic leadership and direction to the Communication Team of the Department. Provide strategic guidance and expert advice in terms of communication liaison. Develop, monitor and implement policies, procedures, directives, Acts and Regulations. Develop and review communication policies and code of practice. Manage physical, human and financial resources.

ENQUIRIES

: Ms C Mocke at 082 301 8580

APPLICATIONS

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Commsrecruitment@dha.gov.za

POST 14/85

: **PROVINCIAL MANAGER: FREE STATE REF NO: HRMC 24/23/4**

SALARY

: R1 308 051 - R1 563 948 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

: Free State: Provincial Manager's Office – Bloemfontein

REQUIREMENTS

: An undergraduate qualification in Social Sciences at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in Operations Management is required. Knowledge of the Public Service Regulations, Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Human Resource Regulatory Framework. Knowledge of the Minimum Information Security Standard (MISS). Knowledge of the Departmental Legislations and Prescripts (Civic Services and Immigrations). Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, accountability, program and project management. Conflict management and resolution. Change management, business continuity, decision making and initiating action. Problem solving and analysis. Business report writing and presentation skills. Operations management, research methodology and analysis. Communication skills. A valid drivers' license, willingness to travel and work extended hours, weekends and on call are essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the provision of enabling documents and citizenship. Manage the process of the issuance of travel documents and passports. Manage the process of issuing safe and secure identity (identity document,) to the citizens. Manage the implementation and effective utilisation of all relevant Civic Services systems. Manage the overall operations and performance of the Province against the agreed service delivery standard. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Manage and secure the integrity of the National Population Registration. Management of Immigration Services. Ensure effective management and oversight of Provincial Immigration Inspectorate activities. Ensure effective co-ordination between Provincial Inspectorate other Departmental Units and the National Inspectorate. Ensure the effective and consistent investigations of cases of non-compliance to the Immigration act, Refugees Act and other Departmental legislations. Create and build partnerships with various internal and external Stakeholders on matters related to inspectorate. Drive consistency and uniformity by enforcing standard operating procedures. Foster effective relationships with all the Stakeholders. Serve as a project leader within the Province to ensure effective project management implementation. Manage implementation of good governance, compliance, monitor proper implementation of policies, procedures, systems, controls and risks within the Province. Provide Civic and Immigration Services leadership and strategic direction within the Province. Manage human, financial resources and equipment.

ENQUIRIES : Ms C Mocke at 082 301 8580
APPLICATIONS : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: civicsrecruitment@dha.gov.za

POST 14/86 : **DIRECTOR: PROPERTY AND FACILITY MANAGEMENT REF NO: HRMC 24/23/5**
Branch: Finance and Supply Chain Management
Chief Directorate: Property and Facility Management

SALARY : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in Public Finance / Financial Management / Operations Management at NQF 7 as recognised by SAQA. Minimum of 5 years' experience at middle / senior managerial level. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Extensive experience in Property and Facility Management environment is required. Knowledge of the South African Constitution. Knowledge of the Public Service Act, the Regulations, Public Finance Management Act as well as the Revenue Act. Knowledge of the National Treasury Regulations. Understanding of departmental legislations and the Human Resources legislations and prescripts. Knowledge of the planning and budgeting process and related activities. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Property Management. Programme and project management. Change Management. Decision making. Financial reporting. Presentation and business report writing skills. Good Verbal and written communication skills. Planning and organizing. Computer and numeracy skills. Problem solving and analysis. Negotiation skills. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the Departmental property and facility processes and procedures. Participate in the development of property management strategy. Lead and direct the development of property management strategies and practices. Manage the preventative maintenance activities in the Department. Manage the

development and implementation of facility plans in alignment with strategic objectives of the Department. Manage and monitor the implementation of maintenance Projects. Manage building related business continuity plan for Department. Manage the maintenance of standby generators and provision of diesel to ensure functionality during power cuts. Manage and monitor the auxiliary processes and procedures in the Department. Lead and direct the development of auxiliary strategies to cut costs and maximize returns. Manage and timely recommend and approve of payments of external provider invoices. Manage and implement strategic objectives and innovation within the Unit. Develop the Operational plan for the unit and ensure effective prioritisation and resource organisational development and design. Provide strategic direction within the Unit. Ensure operational efficiency and service delivery improvement within the unit. Lead the development and implementation of identified policies and procedures in conjunction with the policy and strategy unit. Manage the performance of the directorate against agreed business requirements and targets • Ensure effective governance and compliance within the Directorate Develop and implement governance processes, frameworks and procedures within the unit. Manage the human, physical and financial resources. Provide inputs into the compilation of annual budget.

**ENQUIRIES
APPLICATIONS**

: Mr V Nxasana Tel No: (012) 406) 4024
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: FinanceRecruitment@dha.gov.za

POST 14/87

: **DIRECTOR: APPEALS REF NO: HRMC 24/23/6**
 Branch: Immigration Services
 Chief Directorate: Permits

SALARY

: R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
 : An undergraduate qualification in Law at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at middle / senior management level, with specific emphasis on the analysis and interpretation of information. Knowledge of the Immigration Act, 2002 and Immigration Regulations. Knowledge of the Refugees Act, 1998 and Refugee Regulations. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Protection of Personal Information Act, 2013 and its accompanying Regulations. Knowledge of the Promotion of Administrative Justice Act, 2000 and its accompanying Regulations. Knowledge of the Promotion of Access to Information Act, 2000 and its accompanying Regulations. Knowledge of other legislation administered by the Department. Required skills and competencies: Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Financial and knowledge management. Problem solving and analysis. Conflict management and resolution. Programme and Project management. Accountability and change management. Business continuity and time management. Business report writing. Influencing and networking. Planning and organization. Presentation, communication and interpersonal skills. Coaching and mentoring. Computer literacy. A valid driver's license, willingness to travel and work extended hours and/or on call.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Managing the processing of permanent residence permit and visa appeal applications submitted in terms of section 8(4) and (6) of the Immigration Act, 2002. Ensuring the effective processing of permanent residence permit and visa appeal applications. Ensuring quality assurance and data quality strategies with regard to the processing of permanent residence permit and visa appeal applications. Managing information and monitoring statistics with regard to

permanent residence permit and visa appeal applications. Quality assuring and recommending permanent residence permit and visa appeal applications to the next level. Managing and implementing strategic objectives and innovation in the Unit. Developing an Operational Plan for the Unit and ensure effective prioritization and resource planning in the Unit. Coordinating, monitoring and reporting on the delivery of the Operational Plan against agreed objectives and timeframes. Developing technical expertise and skills within the Unit and keeping abreast of technological advancements. Identifying projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery. Ensuring the development and implementation of an appeal system with clear processes and procedures. Monitoring and ensuring compliance with the provisions of the Immigration Act, Immigration Regulations and other relevant legislation, policies, prescripts and procedures. Ensuring the implementation of effective risk and compliance management practices. Managing the human, financial and physical resources of the Unit. Coaching and guiding staff on compliance with all relevant regulatory, internal and external compliance requirements.

ENQUIRIES : Adv D Erasmus Tel No: (012) 406) 4259
APPLICATIONS : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: imsrecruitment@dha.gov.za

OTHER POST

POST 14/88 : **LEGAL ADMINISTRATIVE OFFICER (MR 1-5) REF NO: HRMC 24/23/7**

SALARY : R207 429 – R953 979 per annum. Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE : Head Office, Pretoria, Refugee Appeals Authority of South Africa (RAASA).
REQUIREMENTS : Qualification: An undergraduate qualification in LLB / BProc at NQF level 6 as recognized by SAQA. Admission as an Attorney or Advocate is required for MR2-5 only. Experience: **(MR1)** no previous legal experience is required. **(MR2)** 1 year appropriate post qualification legal experience in a litigation environment. **(MR3)** 2 years' appropriate post qualification legal experience in a litigation environment. **(MR4)** 5 years' appropriate post qualification legal experience in a litigation environment. **(MR5)** 8 years' appropriate post qualification legal experience in a litigation environment. Knowledge of the South African Constitution as well as Court Procedures. Knowledge of the Immigration Act, Refugees Act as well as the Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of legislation governing Civic Services operations. Knowledge of the South Africa Legal system and legal practices. Understanding of Departmental legislation as well as Human Resources legislation and prescripts. Competencies: MR1 requires legal, research drafting, case flow management and computer literacy. Interpersonal relations. Good written and verbal communication. Competencies: MR2-5 requires legal research and drafting, dispute resolution, case flow management and service delivery innovation. Planning and decision making. Interpersonal relations. Written and verbal communication. Programme and project management. Client orientation and customer focus. Financial and change management. Decision making and negotiation skills. Good interpersonal skills. Business report writing and presentation skills. A valid drivers' license, willingness to travel and work extended hours is required at all levels.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: (MR1) Administer daily operations on litigation matters. Analyse litigation trends and provide strategy in reducing litigation and cutting costs. Consult with line managers and provide advice on policy implementation. Sending instructions to the State Attorney and ensuring that the Department is represented in litigation on behalf of / or against the Department. Propose approach to be followed to ensure success. Compile legal research principles of the various cases. Conduct case law research relevant to the legal matter at hand. Be guided in presenting motivation on how specific cases should be approached to obtain

desirable / justification outcomes. Compile interview principles for the purpose of determining line function's goals and objectives. Provide possible courses of action in relation to legal entitlements and client instructions. Accurately document an interview on advise provided. Render administrative duties in relation to the litigation function. (MR2-5) Conduct daily operations on litigation matters. Conduct research that will provide information and case law relevant to the legal matter at hand. Provide strategy in reducing litigation and cutting costs. Render legal advisory service on litigation matters. Assist in searching and finding all relevant documents for instituting and conducting an action, application and proceeding. Develop and / or implement policy and procedure, directives, acts and regulations. Develop and review communication policies and codes of practice for the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Manage physical and financial resources. Develop the workplan for the Unit to ensure the achievement of targets and goals.

ENQUIRIES
APPLICATIONS

- : Mr N Makaluza at 071 409 3482
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

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** : 09 May 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. 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 POST

- POST 14/89** : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/14/2023**
Branch: Chief Financial Officer

- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of Matric /Grade 12; a three (3) year relevant tertiary qualification (Bachelor's degree or equivalent NQF level 7 as recognized by SAQA) in Public Administration/ Office Management. Three (3) years' junior management level experience in an administrative environment. Knowledge and understanding of applicable public sector legislation, policies, procedures, prescripts and practices, as well as government financial management (budget and procurement processes). The applicant should further be computer literate (MS Word, MS excel, MS PowerPoint, Email and Internet). The applicant should also have advanced skills in planning and organizing, analytical, typing, report writing, verbal and written communication, verbal and telephone etiquette, interpersonal relations, networking, negotiation, basic project management, innovation, creativity and ability to work under pressure.

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

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

ENQUIRIES
NOTE

- : Mr L Manyama Tel No: (012) 444-9118
- : Female candidates and People with disabilities are encouraged to apply.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001
- FOR ATTENTION** : Ms. P Mereko Tel No: (012) 399 0000
- CLOSING DATE** : 09 May 2023
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and

achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POST

- POST 14/90** : **INTERNAL AUDIT PRACTITIONER REF NO: Q9/2023/19**
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : an appropriate three-year NQF6 Degree /Diploma in Internal Auditing. Three years' full time experience in internal Audit. Valid driver's license. Member of the institute of Internal Auditors of South Africa (IIASA). Knowledge of public service. Knowledge of framework for strategic plans and annual performance plans. Knowledge of international Standard for the Professional Practice of Internal Auditing (ISPPIA). Knowledge of Regulatory Frame Work of the Public Service eg PFMA, Public Service Regulations, National Treasury Regulations and other relevant prescripts. Understanding of project management principles. Understanding of PERSAL.BAS and Logis Systems and any other analytical software. Skill and Competencies: Interpersonal Skills. Good communication skills, report writing skills, analytical skills, computer literacy, planning skills, conflict management and problem solving skills, ability to work under pressure.
- DUTIES** : Provide assistance and input in the development and review of the internal audit plans, policies and procedures. Conduct audit projects and compile draft audit reports. Assist in coordination of audit committee activities, including the provision of the Secretariat Services for Audit Committee Meetings. Assist with the preparation draft Internal Audit Performance reports for submission to the relevant stakeholders and forums. Supervise clerical staff.
- ENQUIRIES** : Mr. E Sebaka Tel No: (012) 399 0000

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 15 May 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, 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.

MANAGEMENT ECHELON

POST 14/91 : **DIRECTOR: PHYSICAL SECURITY AND SECURITY ADMINISTRATION SUPPORT SERVICES REF NO: 23/55/HR**

SALARY : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate undergraduate (NQF level 7) as recognized by SAQA in Security Management and registered with PSIRA; 5 years' experience at a middle/senior management in security management environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge of Minimum Information Security Standards (MISS) and Minimum Physical Security Standards; Knowledge of prescribed physical security and access control procedures; Knowledge of security management and operational plans; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/ guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the provision of physical security services; Manage the provision of security projects, electronic systems and security administration support services; Manage the provision of close protection, cash-in-transit and special events; Manage the implementation and coordination of disaster management processes, business continuity plans and policy development; Provide effective people management.

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 14/92** : **DIRECTOR: SERVICE DELIVERY AND IMPROVEMENT REF NO: 23/54/DG**
- SALARY** : R1 105 383 – R1 302 102 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) in Public Administration/ Operations Management/ Business Management as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience in service delivery improvement at a middle/senior managerial level; Knowledge of service delivery standards, plans and quality management of an organization/ institution/ department; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/ guidelines, prescripts, Public Service Act, Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development and maintenance of customer relations and complaints management; Manage the implementation of service delivery improvements; Manage the development and implementation of quality management; Manage the coordination of departmental performance and service delivery; Provide effective people management.
- ENQUIRIES** : Mr R. Chauke Tel No: (012) 315 1329
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 14/93** : **DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 23/53/ISM**
- SALARY** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise Architecture; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Strategic & Operational Planning, Corporate Governance of ICT, ICT policy development, ICT risks, ICT audits and ICT related compliance, ICT Audit Management, ICT Planning and Monitoring Framework, modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the design, development and maintenance of the ICT Enterprise Architecture; Manage the design, development and maintenance of ICT Business and Data Architectures; Manage the implementation of ICT Technology and Application Architectures; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 357 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** : Preference will be given to women and people with disability.
- POST 14/94** : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE: REF NO: 23/45/ISM**
 (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level of which 3 years must be in application development, support, maintenance, Object Orientated Programming, Web services, Relational database design, data analysis and modelling, data warehousing and design, proficiency in various software development design techniques and application release management; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge in frameworks and technologies such as NET, C#, Entity Frameworks, Angular development and web development such as HTML, XML, JSON, SOAP, CSS, JavaScript, MS SQL and Rest web services; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and ICT Policy Development, ICT Planning and Monitoring Framework ICT Project Management methodologies, Waterfall and Agile SDLC methodologies ICT Risk Management; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development and maintenance of business applications; Manage functional support and enhancements to business application; Manage the provision of business intelligence services; 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 Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

OTHER POSTS

- POST 14/95** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): (FAMILY ADVOCATE) REF NO: 23/59/CS**
- SALARY** : R495 354 – R1 192 677 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Knowledge and experience in Office

Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.

DUTIES : Key Performance Areas: Manage and administer the provisioning of family advocate services; Manage and administer the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the development, monitor and implementation of policies, framework and prescripts; Manage the provision of Forensic Social Work services; Manage and render administration support services (Programme Management); Manage stakeholder relations for the Family Advocate; Provide effective people management.

ENQUIRIES : Ms. R Sema Tel No: (012) 315 1333
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 14/96 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 9/23EC**

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

CENTRE : Provincial Office: East London
REQUIREMENTS : An undergraduate qualification (NQF 6) as recognized by SAQA in Social Work / Psychology (NQF level 6); Registered with the South African Council for Social Service Professions or Health Professional Council of South Africa; At least 3 years experience in Employee Health and Wellness environment at a supervisory level; Knowledge of employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making skills; Team Leadership; Project management.

DUTIES : Key Performance Areas: Coordinate, implement and promote the physical wellbeing (wellness programmes) of individual employees; Implement and promote the psycho-social wellbeing (employee assistance) of individual employees; Implement and promote Work-Life Balance; Conduct and implement Health and Productivity, HIV/AIDS and TB programmes interventions; Coordinate and Implement Safety, Health, Environment and Risk and Quality Management (SHERQ) in the workplace; Provide effective people management.

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

POST 14/97 : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 23/55/KZN**

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

CENTRE : Provincial Office, Durban
REQUIREMENTS : A Degree or National Diploma in Security Management/Risk Management or equivalent qualification; PSIRA Grade B, 3 years supervisory experience in Security Management; A valid driver's license; Knowledge of the MISS document of 1998; Control of access to public premises and vehicle Act. 1985 (Act No: 53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Excellent communication skills (verbal and written); Computer

- literacy (MS Office); Project Management Skills: presentation skills; ability to work under pressure; Administrative and organizational skills; Sound Good interpersonal relations; Accuracy and attention to detail; Investigation skills.
- DUTIES** : Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the province and monitor the implementation of security measures at courts; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out of contingency plan and Occupational Health and Safety compliance at sub-offices within the region.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 14/98** : **ADMINISTRATIVE OFFICER REF NO: 23/56/KZN**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Port Shepstone
- REQUIREMENTS** : Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section 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.
- ENQUIRIES** : Ms V. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: The Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 14/99** : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 2023/53/GP**
- SALARY** : R315 153 – R885 546 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Pretoria
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection. Represent the department in all matters of arbitration proceedings.
- ENQUIRIES** : Ms R R Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor;

		Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 14/100</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 2023/40/GP</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Randburg Grade 12 certificate or equivalent; A minimum of 3 years experience in administration. Knowledge of Public Finance Management Act (PFMA), Departmental Financial Instruction (DFI), Basic Accounting System (BAS) and Justice Yellow Pages (JYP); Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (Verbal and written); Good interpersonal relations and problem solving skills. Ability to work under pressure and work independently; Accuracy and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide personnel administration clerical support services within the Court/Cluster; Provide financial administration support services in the Court/Cluster; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	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 th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
<u>POST 14/101</u>	:	<u>SENIOR COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Durban Ref No: 23/60/KZN Magistrate Court, Ladysmith Ref No: 23/58/KZN: (This is a re-advertisement: applicants who previously applied are encouraged to re-apply) Magistrate Court, Vryheid Ref No: 23/59/KZN (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma: Legal Interpreting or any other relevant equivalent qualification in the field of languages and a minimum of 3 years practical experience in Court interpreting; OR Grade 12 certificate with ten years practical experience in court interpreting Proficiency in English and two or more indigenous languages Durban (IsiZulu and ISiXhosa) Ladysmith (SeSotho and IsiZulu) and Vryheid (IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned to in terms of rationalization of office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000 Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 14/102</u>	:	<u>HUMAN RESOURCE PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: 2023/50/GP</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Gauteng

- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Social Work/ Psychology and registered with the South African Council for Social Services Professions or Health Professions Council of South Africa; A minimum of 1 year work experience in health and wellness work environment. Skills and Competencies: Creative thinking; Behavioral indicators; Customer Service Orientation; Problem analysis, Self –management; Team membership; Technical proficiency; Personal attributes.
- DUTIES** : Key Performance Areas: Administer and promote the physical wellbeing (wellness programmes) of individual employees; Implement and promote the physio- social wellbeing (wellness assistance) of individual employees; Promote and implement Work-Life Balance plan; Conduct and implement Health and Productivity, HIV/AIDS and TB programmes interventions; Coordinate and implement Safety, Health, Environment, and Risk and Quality Management (SHERQ) in the workplace.
- ENQUIRIES** : Ms P Raadt Tel No (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.
- POST 14/103** : **MAINTENANCE INVESTIGATOR (X3 POSTS)**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Krugersdorp Ref No: 2023/37/GP
Magistrate Meyerton Ref No: 2023/51/GP
Magistrate Tembisa Ref No: 2023/45/GP
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification; relevant administrative experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Ability to work under pressure.
- DUTIES** : 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.
- ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 or Physical Address: Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 14/104** : **REGISTRAR MR3 REF NO: 23/61/KZN**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R268 755 – R307 302 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement).
- CENTRE** : Magistrate's Office, Pietermaritzburg
- REQUIREMENTS** : An LLB degree or recognized 4 year legal qualification; At least 2 years' appropriate post qualification legal experience; A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and Regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas: Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default; Issue, monitor and analyse court statistics; Manage the civil

- sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager; Provide effective people management.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- NOTE** : The successful candidate will also serve Magistrate Courts under Umgungundlovu District)
- POST 14/105** : **ASSITANT MASTER: MR1-MR5 REF NO: 47/2023/M/WC (X3 POSTS)**
- SALARY** : R207 429 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Masters of The High Court: Western Cape
- REQUIREMENTS** : LLB Degree or four years recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES** : Ms Z Mfeka Tel No: (021) 832 3196
- APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms L Keyster

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** : 10 May 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. 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. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application form for employment can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs **NB!** All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

MANAGEMENT ECHELON

<u>POST 14/106</u>	:	<u>DIRECTOR: RECORDS MANAGEMENT AND LIBRARY SERVICES REF NO: RECRUIT 2023/185</u> Information Systems Management
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (total cost package) SMS
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	A recognised B degree or Advanced Diploma (NQF level 7) in information Science or Records Management or equivalent. At least ten (10) years relevant experience preferable in a law library environment and some records management experience of which at least five (5) years must be on a middle/senior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the National Archives and Records Service of SA Act, No. 43 of 1996, Public Finance Management Act, No. 1 of 1999, Treasury Regulations, Public Service Act and Regulations, National Prosecuting Authority Act, No. 32 of 1998, Promotion of Access to Information Act, No.2 of 2000, MISS document. Knowledge and understanding of government strategic planning and performance management processes. Able to work independently with little supervision. Willingness to travel. Advanced management skills. Financial and budgeting skills. Report writing skills. Good communication and administrative skills. Problem solving skills. Ability to work on an electronic library and records management system. Advanced computer literacy in Ms Word, Excel, PowerPoint, OneDrive and SharePoint. Valid drivers licence.
<u>DUTIES</u>	:	To manage and provide direction to the network of NPA libraries and document centres nationally. Manage and update, when required, existing policies and procedure manuals. Compile, manage and monitor the directorate annual performance plan. Facilitate and manage access to online databases, i.e Jufta Evolve, LexisNexis, Sabinet, PMG, Westlaw and library management system. Provide guidance in terms of the knowledge portal content. Create an enabling environment for online legal database training. Compile and manage the Directorate budget. Compile, execute and manage all contracts and tenders for the Directorate. Review and renew annual subscriptions in line with the PFMA requirements and supply chain processes. Ensure that required as and when book order requests are submitted to SCM, orders received and books delivered, processed and distributed to requestors. Ensure all Directorate invoice payments are done in line with the financial prescripts. Implement annual collection verifications in line with the PFMA requirements. Ensure correct processes are followed when writing off / disposing of redundant books. Conduct quality control on the library system following the adding of new books, publications, and user profiles. Delete item records following receipt approved disposal authorities. Transfer item records between libraries on the library system to reflect staff movement within the NPA. Maintain the asset register of library books and prepare monthly, quarterly and annual financial statement input. As appointed NPA records manager, all duties as described in the National Archives and Records Services of SA Act, No.43 of 1996 must be adhered to. Ensure the NPA file plan is implemented and manage NPA records in line with the granted disposal authority. Ensure all offices are adhering to the National Archives and Records Services of SA Act, No. 43 of 1996 requirements. Implement, roll out and manage the document management system. Conduct regular regional library and document centre inspection visits. Liaise with internal and external stakeholders. Submit monthly report on all activities and an annual report input of achievements to the Chief Director: Information and Systems Management.
<u>ENQUIRIES</u>	:	Denton Serobatse Tel No: 012 845 6358
<u>APPLICATIONS</u>	:	e mail Recruit2023185@npa.gov.za

OTHER POSTS

- POST 14/107** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/186**
Legal Affairs Division
- SALARY** : R1 027 698 per annum (total cost package) - R1 606 404 per annum (total cost package) (LP-9)
- CENTRE** : Pietermaritzburg
- 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 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** : e mail Recruit2023186@npa.gov.za
- POST 14/108** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/187**
Specialised Commercial Crime Unit
- SALARY** : R1 027 698 per annum (total cost package) – R 1 606 404 per annum (total cost package) (LP-9)
- CENTRE** : Cape Town
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification experience in civil and/or criminal litigation. 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. 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. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.

Identify and refer matters to AFU. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
: e mail: Recruit2023187@npa.gov.za

POST 14/109 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/188**
National Prosecutions Services

SALARY : R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)

CENTRE REQUIREMENTS : DPP: Cape Town (OCC)
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. 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. 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. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets, decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023188@npa.gov.za

POST 14/110 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/189**
National Prosecutions Service

SALARY : R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)

CENTRE REQUIREMENTS : DPP: Cape Town
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. 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. Five years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

DUTIES : Study 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 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. Attend to representations, prepare opinions and head of arguments and argue cases in 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023189@npa.gov.za

POST 14/111 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/190 (X3 POSTS)**
Investigating Directorate

SALARY : R1 027 698 per annum (total cost package) - R1 606 404 per annum (total cost package) (LP-9)

CENTRE REQUIREMENTS : Pretoria: Head Office
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. 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. Five years' experience in legal practice will be an added advantage. Experience or knowledge in POCA legislation. 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. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No: 012 845 7727
: e mail Recruit2023190@npa.gov.za

POST 14/112 : **SENIOR STATE ADVOCATE REFNO: RECRUIT 2023/226**
National Prosecutions Services

SALARY : R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)

CENTRE REQUIREMENTS : DDPP: Durban (OCC)
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. 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. 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. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.

DUTIES : Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Apperar in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

ENQUIRIES APPLICATIONS : Mzwandile Vilakazi Tel No: 031 3345021
: e mail Recruit2023226@npa.gov.za

<u>POST 14/113</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/191</u> National Prosecutions Service
<u>SALARY</u>	:	R885 546 per annum (total cost package) to R1 447 401 per annum (total cost package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Vaal Rand (Sebokeng)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Regional court experience will an added advantage. 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. Experience in prosecuting and guiding investigation of more complex cases that are heard in the Regional court and Sexual Offences cases and cases involving children. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills. A valid driver's licence.
<u>DUTIES</u>	:	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 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.
<u>ENQUIRIES</u>	:	Godfrey Ramakuella Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2023191@npa.gov.za
<u>POST 14/114</u>	:	<u>STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Cape Town Ref No: Recruit 2023/192; SCCU Mpumalanga Ref No: Recruit 2023/225
<u>REQUIREMENTS</u>	:	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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid drivers licence.
<u>DUTIES</u>	:	Study 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, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications 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. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Identify and refer matters to AFU.

ENQUIRIES : Cape Town Francios Brandt Tel No: 021 487 7144
Mpumalanga Tebogo Mashile Tel No: 013 045 0686

APPLICATIONS : Cape Town e mail Recruit2023192@npa.gov.za
Mpumalanga e mail Recruit2023225@npa.gov.za

POST 14/115 : **STATE ADVOCATE REF NO: RECRUIT 2023/193**
Asset Forfeiture Unit

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

CENTRE : Durban

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and/or criminal litigation. 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. Valid driver's license. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asser Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638

APPLICATIONS : e mail Recruit2023193@npa.gov.za

POST 14/116 : **STATE ADVOCATE RECRUIT 2023/194 (X5 POSTS)**
Investigating Directorate

SALARY : R797 901 per annum (total cost package) to 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. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No:012 845 7727
	:	e mail Recruit2023194@npa.gov.za
<u>POST 14/117</u>	:	<u>STATE ADVOCATE (STU) REF NO: RECRUIT 2023/195 (X2 POSTS)</u>
		National Prosecutions Service
<u>SALARY</u>	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Mmabatho
	:	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. At least five years relevant criminal court work experience in advocacy and drafting. 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, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax 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 argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Flora Kalakgosi Tel No: 018 381 9041
	:	e mail Recruit2023195@npa.gov.za
<u>POST 14/118</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/196</u>
		National Prosecutions Service
<u>SALARY</u>	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	DDPP: Durban (OCC)
	:	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. 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. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	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
APPLICATIONS**

: Mzwandile Vilakazi Tel No: 031 334 5021
: e mail Recruit2023196@npa.gov.za

POST 14/119

: **STATE ADVOCATE REF NO: RECRUIT 2023/197 (X2 POSTS)**
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
REQUIREMENTS**

: DPP: Pretoria
: 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
APPLICATIONS**

: Godfrey Ramakuela Tel No: 012 351 6808
: e mail Recruit2023197@npa.gov.za

POST 14/120

: **HEAD CONTROL PROSECUTOR 2**
National Prosecutions Service

SALARY

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

CENTRE

: CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2023/198 (Re-advert)
: CPP: Kimberley (Douglas) Ref No: Recruit 2023/199
: CPP: Pretoria (Bronkhorstspuit) Ref No: Recruit 2023/224

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 reasonably complex or 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 and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Above average planning and organising skills. Ability to identify and handle confidential

		<p>matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.</p>
<u>DUTIES</u>	:	<p>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 lower courts. 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. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Pitermaritzburg (New Hanover) - Thabsile Radebe Tel No: 033 392 8753 CPP: Kimberley (Douglas) - Nicholas Magongwa Tel No: 053 807 4539 CPP: Pretoria Motshabi Malabi Tel No: 012 351 6864</p>
<u>APPLICATIONS</u>	:	<p>CPP: Pietermaritzburg (New Hanover) e mail Recruit2023198@npa.gov.za CPP: Kimberley (Douglas) e mail Recruit2023199@npa.gov.za CPP: Pretoria (Bronkhorstspruit) e mail Recruit2023224@npa.gov.za</p>
<u>POST 14/121</u>	:	<p><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/200</u> National Prosecutions Service</p>
<u>SALARY</u>	:	<p>R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)</p>
<u>CENTRE</u>	:	<p>DDPP: Durban</p>
<u>REQUIREMENTS</u>	:	<p>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. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.</p>
<u>DUTIES</u>	:	<p>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. Draft Heads of argument and argue Appeals. 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.</p>
<u>ENQUIRIES</u>	:	<p>Mzwandile Vilakazi Tel No: 031 334 5021</p>
<u>APPLICATIONS</u>	:	<p>e mail Recruit2023200@npa.gov.za</p>
<u>POST 14/122</u>	:	<p><u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service</p>
<u>SALARY</u>	:	<p>R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)</p>
<u>CENTRE</u>	:	<p>CPP: Pretoria (Pretoria Central) Ref No: Recruit 2023/201 (X6 Posts) CPP: Pretoria (Soshanguve) Ref No: Recruit 2023/202 CPP: Pretoria (Pretoria-North) Ref No: Recruit 2023/203 (X2 Posts) CPP: Vaalrand (Benoni) Ref No: Recruit 2023/204 CPP: Pretoria (Brits) Ref No: Recruit 2023/205 CPP: Nelspruit Ref No: Recruit 2023/206 CPP: Upington (Postmusburg) Ref No: Recruit 2023/207</p>
<u>REQUIREMENTS</u>	:	<p>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</p>

		in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Pretoria and CPP: Vaal Rand Godfrey Ramakuella Tel No: 012 351 6808 CPP: Vaalrand (Benoni) Motshabi Malabi Tel No: 012 351 6864 CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686 CPP: Upington Nicholas Mokgongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	CPP: Pretoria (Pretoria Central) e mail Recruit2023201@npa.gov.za CPP: Pretoria (Soshanguve) e mail Recruit2023202@npa.gov.za CPP: Pretoria (Pretoria North) e mail Recruit2023203@npa.gov.za CPP: Vaalrand (Benoni) email Recruit2023204@npa.gov.za CPP:Pretoria (Brits) email Recruit2023205@npa.gov.za CPP: Nelspruit - e mail Recruit2023206@npa.gov.za CPP: Upington (Postmusburg) e mail Recruit2023207@npa.gov.za
<u>POST 14/123</u>	:	<u>ICT ADMINISTRATOR REF NO: RECRUIT 2023/208</u> National Prosecution Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09), (excluding benefits) DDPP: Thohoyandou An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Knowledge of legislation and regulations pertaining to public service administration, specifically: Good Governance and Batho Pele Principles, The Public Service Act and Regulations, Public Finance Management Act and Electronic Communication and Transaction Act.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: 015 045 0285 e mail Recruit2023208@npa.gov.za

POST 14/124 : **ICT ADMINISTRATOR REF NO: RECRUIT 2023/209**
Investigating Directorate
(Re-advert)

SALARY : R393 711 per annum, (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Knowledge of legislation and regulations pertaining to public service administration, specifically: Good Governance and Batho Pele Principles, The Public Service Act and Regulations, Public Finance Management Act and Electronic Communication and Transaction Act.

DUTIES : Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES : Adelle Jankowitz Tel No: 012 845 7727
APPLICATIONS : e mail Recruit2023209@npa.gov.za

POST 14/125 : **ENFORCEMENT OFFICER REF NO: RECRUIT 2023/210**
Asset Forfeiture Unit

SALARY : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : Mmabatho
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.

DUTIES : Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the

system: Curator disbursements and fees, deposits and payment to victims. Process payments.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2023210@npa.gov.za

POST 14/126 : **ASSISTANT DIRECTOR ADMINISTRATION REF NO: RECRUIT 2023/211**
Specialised Commercial Crime Unit
(Re-advert)

SALARY : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : Cape Town
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial/ Human Resources/ Administrative or equivalent qualification. Minimum three years relevant experience in a related field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience working with PERSAL. Excellent written and verbal communication skills, Decisive under pressure and solution orientated. Problem solving skills and ability to meet strict deadlines. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Basic Conditions of Employment Act, Skills Development Act, Labour Relations Act, NPA Act, Public Finance Management Act and Treasury Regulations. Knowledge of Finance, Supply Chain Management, Human Resources Management and General Administration. Strong organizational and general office management skills. Good planning skills. Computer literacy in programmes such as MS Word, Excel, PowerPoint and Outlook. Proven experience to Supervise/ manage staff. Drivers licence.

DUTIES : Ensure that finance, supply chain services, human resources and general administration are administered for the SCCU staff. Ensure compliance with all relevant financial, HR and Administrative legislation and prescripts processes and procedures. Provide administrative support in analysing budget and expenditure report. Ensure that records of all finance documents and requisitions are kept. Ensure the administration of petty cash. Ensure proper inventory maintenance of all stores and assets. Ensure processing of leave. Ensure the administration of training requests. Ensure the administration of recruitment and selection. Consolidate staff establishment statistics on a monthly basis. Ensure performance agreements and assessments are submitted on time. Ensure that all court administration is up to date. Ensure proper management of fleet, travel and accommodation services. Project manage the roll out of new offices and courts. Ensure document management is implemented. Supervise and manage administrative staff.

ENQUIRIES : Francios Brandt Tel No: 021 487 7144
APPLICATIONS : e mail Recruit2023211@npa.gov.za

POST 14/127 : **TRANSLATOR REF NO: RECRUIT 2023/212**
National Prosecutions Service
(Re-advert)

SALARY : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : CPP: George
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Specialization in translation will serve as a strong recommendation. Excellent command of English and Afrikaans. Knowledge of isiXhosa and other indigenous languages will be an added advantage. Three 3 years proven translating/ interpreting experience as a sworn translator/ interpreter in the above- mentioned languages. Successful completion of a departmental translation test. Good written and verbal communication skills. Computer literacy (MS Office). Administration and organizational skills. Ability to maintain interpersonal relations. Accuracy and attention to detail. Ability to work under pressure. Knowledge of the National Language Policy. Experience in translation in the public sector. SATI accreditation as a translator and/ or accreditation as a sworn translator in the relevant language (s). Knowledge of other language fields such as

terminology, language planning and human language technologies. A valid driver's license.

DUTIES : Translation of a wide variety of legal documents, statements and/ or exhibits from Afrikaans into English and vice versa. Interpret during consultations or in court for the Prosecutor and/ or witnesses from Afrikaans to English and vice versa. Giving language advice. Liaising with customers of the NPA. Exercising quality control. Safeguarding official documents. Perform any other duties that he/she may be assigned to in terms of translation or the prosecutorial functions in the office. To perform all duties in accordance with the Code of Conduct and the Policy and Directives of the National Prosecuting Authority.

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023212@npa.gov.za

POST 14/128 : **STATE ACCOUNTANT: SALARIES AND BANKING REF NO: RECRUIT 2023/213 (X2 POSTS)**
Financial Accounting- Salaries and Banking

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two (2) years relevant experience in Finance in the public sector. Must be working in Salaries or Banking section in the public sector. Experience in processing payments on PERSAL. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts.

DUTIES : Provide salary administration service. Perform monthly payroll reconciliations. Provide bookkeeping and financial accounting services. Ensure all mandatory and regulated third party payments are made on time.

ENQUIRIES APPLICATIONS : Jenny Coertzen Tel No: 012 845 6073
: e mail Recruit2023213@npa.gov.za

POST 14/129 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/214 (X2 POSTS)**
Specialized Commercial Crimes Unit

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: Cape Town
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Problem-solving skills, strong organizational and management skills. Good analytical skills. Experience in working with electronic database. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES : Manage and/ or supervise the legal Administration section. Manage court rolls. Check and sign off court files. Maintain and verify electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Perform general office administration in the areas of finance and/or fleet management and/or facilities management. Perform general office administration related to document management. Manage and/or supervise human resource functions of staff. Perform any other duties as deemed necessary by the supervisor.

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023214@npa.gov.za

POST 14/130 : **ADMINISTRATION OFFICER**
Office for Witness Protection

SALARY : R269 214 per annum (Level 07), (excluding benefits)
CENTRE : Johannesburg Ref No: Recruit 2023/215
North West (Potchefstroom) Ref No: Recruit 2023/216
Cape Town Ref No: Recruit 2023/228

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.

DUTIES : Provide asset support services. Provide administrative support to fleet management. Provide administrative support to asset and facilities management. Document and office management support and Governance.

ENQUIRIES : Johannesburg - R Brennan Tel No: 012 845 6602
North West (Potchefstroom) - OJP Olivier Tel No: 018 290 3222
Cape Town - L Rodwell Tel No: 021 487 7098

APPLICATIONS : Johannesburg e mail Recruit2023215@npa.gov.za
North West (Potchefstroom) e mail Recruit2023216@npa.gov.za
Cape Town e mail Recruit2023228@npa.gov.za

POST 14/131 : **LIBRARIAN REF NO: RECRUIT 2023/217**
National Prosecutions Services

SALARY : R269 214 per annum (Level 07), (excluding benefits)
CENTRE : DDPP: Thohoyandou

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel. Valid driver's license.

DUTIES : Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.

ENQUIRIES : Thuba Thubakgale Tel No: 015 045 0285
APPLICATIONS : e mail Recruit2023217@npa.gov.za

POST 14/132 : **SUPPLY CHAIN CLERK: SUPERVISOR REF NO: RECRUIT 2023/218**
National Prosecutions Service

SALARY : R269 214 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Kimberley

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). At least two years' experience in the field of travel, fleet and facilities environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good written and verbal communication skills; Ability to organize and prioritize work; General computer literacy skills. Knowledge of programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of

PFMA and Treasury Regulations. Willing to travel. Excellent communication and Administrative Skills. Valid driver's license.

DUTIES : Ensure that NPA buildings are fully utilized and properly maintained. Perform site visits and act as liaison person with the Public Works and other stakeholder. Ensure that fleet vehicle is properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Aid regional staff when needed. Compile and submit monthly reports. Assist the Manager in ensuring compliance. Assist and advice the Assistant Director: Administration.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: 053 807 4539
: e mail Recruit2023218@npa.gov.za

POST 14/133 : **PERSONAL ASSISTANT REF NO: RECRUIT 2023/219**
Investigating Directorate

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: Head Office: Pretoria
: Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.

DUTIES : Provide secretarial support service to the office of the ID: Director. Render administrative support services to the office of the ID: Director. Provide support to ID: Director regarding meetings. Support the ID: Director with the administration of the ID: Director's budget. Studies the relevant Public Service and the departmental Prescripts and ensure that the application thereof is understood properly.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No: 012 845 7727
: e mail Recruit2023219@npa.gov.za

POST 14/134 : **PERSONAL ASSISTANT REF NO: RECRUIT 2023/220**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: CPP: Upington
: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

DUTIES : Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: 053 807 4539
: e mail Recruit2023220@npa.gov.za

POST 14/135 : **COURT PREPARATION OFFICER REF NO: RECRUIT 2023/227**
National Prosecutions Service

SALARY : R269 214 per annum (Level 07), (excluding benefits)
CENTRE : CPP: Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.

DUTIES : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES : Motshabi Malabi Tel No: 012 351 6864
APPLICATIONS : e mail Recruit2023227@npa.gov.za

POST 14/136 : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2023/221**
National Prosecutions Service

SALARY : R181 599 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Nelspruit
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail: Recruit2023221@npa.gov.za

POST 14/137 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/222**
Sexual Offences and Community Affairs

SALARY : R181 599 per annum (Level 05) (excluding benefits)
CENTRE : DPP: Mpumalanga
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint , SharePoint, and Outlook. Decision making skills, Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Provide administrative and secretarial support to senior management and delegated officials of the SOCA Unit. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate trainings, events, meetings or other engagements as required by senior management or delegated officials. Manage information and ensure easy reference filing system for the unit. Provide HR related services. Provide Financial management and logistical support services. Prepare correspondence, documents, reports, presentations, etc. as requested and instructed by senior

management or delegated officials. Prepare minutes of meetings and follow up on decisions made where necessary. Make travel and accommodation arrangements. Operate office equipment like fax machines and photocopiers. Making copies and binding documents. Perform any other duties as requested by the senior management or delegated official and provide general administrative support.

ENQUIRIES
APPLICATIONS

: Amukelani Phephenyane Tel No: 012 845 6503
: e mail Recruit2023222@npa.gov.za

POST 14/138

: **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/223**
National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R181 599 per annum (Level 05), (excluding benefits)
: DPP: Pretoria
: Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

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 pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services 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, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders.

ENQUIRIES
APPLICATIONS

: Motshabi Malabi Tel No: 012 351 6864
: e mail Recruit2023223@npa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

: 12 May 2023 at 16H00
: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, posted, hand delivered or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre->

entryprogramme/.Applications must be submitted as a single document to the email addresses specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

- POST 14/139** : **DIRECTOR GENERAL: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE REF NO: 2023/139**
 (Five (5) Year Contract)
 (This is a re-advertisement applicants who applied previously are encouraged to re-apply)
- SALARY** : R2 068 458 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A postgraduate qualification (NQF Level 8) as recognised by SAQA in Public Management or an equivalent qualification. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in an organ of the state. An extensive track record of leading a large organisation and being on the cutting edge of service delivery. Astute managerial and leadership abilities that will enable the incumbent to lead the Department of Public Works and Infrastructure (DPWI) through transformation. Strategic planning experience linked to strong conceptual visionary and leadership skills. Ability to establish relationships with political, business, investment and community structures. Acumen for managing the political-administrative interface. SKILLS: Strategic, executive management skills. Extensive drive, energy and enthusiasm and ability to be innovative, creative in designing and implementing ideas with direction. People-orientated, with exceptional negotiation, communication and interpersonal skills. Solution orientated, with the ability to work under stressful situations.
- DUTIES** : As the Accounting Officer of the Department of Public Works and Infrastructure (DPWI), inclusive of the Property Management Trading Entity (PMTE) and Infrastructure South Africa (ISA), the incumbent will provide strategic leadership and direction in the delivery of the Department's mandate, manage and oversee the administration, and render related executive advice to the Executive Authority. These include: Overseeing the management and implementation of EPWP to contribute to the national goals of job creation and poverty alleviation. Overseeing the provision and management of intergovernmental relations, strategic management, governance and risks management services. Management and oversight of the development of public works and infrastructure sector policies and legislations. The provision of strategic leadership on the administration, executive support and corporate services. Oversight and strategic direction of the PMTE. Oversight and strategic management of ISA in their implementation of the SA-Infrastructure Investment Plan. Contribute in the implementation of the Economic Reconstruction and Recovery Plan (ERRP) plus oversee and provide strategic direction on projects and programmes towards realising a clean-audit for DPWI. The incumbent will further be responsible for providing strategic direction towards the operations and financial sustainability of the PMTE and overseeing the operations of public entities and councils reporting to DPWI.
- ENQUIRIES** : Ms TB Hlatshwayo Tel No: (012) 406 1990
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-10@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into a 5-year employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to

personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment.

POST 14/140 : **SENIOR EXECUTIVE OFFICER: PROPERTY MANAGEMENT TRADING**
ENTITY REF NO: 2023/140
(Five (5) Year Contract)

SALARY : R2 068 458 per annum, all-inclusive salary package, (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 07) in built environment discipline, real estate, property management, management sciences, finance or related fields and a post graduate qualification (NQF level 08) as recognised by SAQA, 8-10 years relevant senior management experience in the construction and property sectors, investment management and finance of which three (3) years must in an organ of the state. Knowledge: Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation. Knowledge and understanding of project management. Knowledge and understanding of government procurement policy framework. Understanding government planning processes, including municipal planning processes. Skills: Strategic capability and leadership Programme and project management. Information and Knowledge management. People Management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus; Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination; Presentation and facilitation; Quality management. Personal Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and Integrity. Influencing. Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours.

DUTIES : Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures to support the implementation. Develop the strategic and annual performance plans for the entity in line with the national government priorities. Establish and maintain governance structures. Ensure the development of a comprehensive risk management strategy. Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximization. Manage the provision of office accommodation to client departments through the construction and leaseholds. Ensure the development and implementation of norms and standards and maintenance plans for state assets. Oversee the development, management and maintenance of asset register. Development and implementation of the built environment Green Economy Programmes and institutionalization on of Operation Phakisa within the PMTE. Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries. Oversee the implementation of GIAMA Provide strategic leadership in of the implementation asset management. Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold).

ENQUIRIES : Mrs. TB Hlatshwayo Tel No: (012) 406 1990

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-11@dpw.gov.za

NOTE : The successful candidate will be required to sign a five (5) year employment contract, performance agreement, annually disclose the financial interests and be subjected to security clearance.

POST 14/141 : **HEAD OF INFRASTRUCTURE OF SOUTH AFRICA REF NO: 2023/141**
(Five (5) Year Contract)

SALARY : R2 068 458 per annum (Level 16), (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	An undergraduate qualification (NQF level 7) and a post-graduate (NQF level 08) qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in an organ of the state.
<u>DUTIES</u>	:	Provide leadership and strategic direction to the Infrastructure South Africa's (ISA) Team and ensure adherence to governance systems and processes and manage risks. Manage the implementation of SA's Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximize public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters, and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA's infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TB Hlatshwayo Tel No: (012) 406 1990
	:	All applications for this position must be submitted only via email to: Recruitment23-12@dpw.gov.za
<u>NOTE</u>	:	The successful candidate will have to enter into a five (5) year employment contract, an annual performance agreement and annually disclose his/her financial interests.
<u>POST 14/142</u>	:	<u>SUPPLY CHAIN MANAGEMENT EXECUTIVE: PMTE (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2023/142</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R1 590 747 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	An undergraduate qualification (NQF level 07) in Supply Chain Management, Logistics, Finance, Public Administration and Management Economic Management Sciences or any of the Built Environment qualifications and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years' experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge: SCM systems, processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. Skills: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated, ability to design ideas without direction, People orientated,

- Hardworking, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.
- DUTIES** : Undertake research on latest SCM management trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advise and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department's SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods and services, infrastructure, property and facilities management. Render demand management services. Manage the development, implementation and maintenance of corporate governance policy and ensure complies with all statutory frameworks established within the public service and the department. Provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes guidelines and frameworks.
- ENQUIRIES** : Ms TB Hlatshwayo Tel No: (012) 406 1990
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-13@dpw.gov.za
- NOTE** : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
- POST 14/143** : **DEPUTY DIRECTOR - GENERAL: PROGRAMME MANAGEMENT OFFICE AND SPECIAL PROJECTS REF NO 2023/143**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
- SALARY** : R1 590 747 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An under-graduate qualification (NQF Level 07) Built Environment, Project Management Commerce, Business Administration or related fields and postgraduate qualification (NQF Level 08) as recognized by SAQA plus minimum of 8 - 10 years senior management experience in the relevant field. Knowledge: Programme and Project Management, Quality Management, Business Management, Public Finance Management Act, Strategic Management, Monitoring and evaluation methods, Government functioning, Client relations. Skills: Strategic capability and leadership; Information and Knowledge management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Computer literacy, Stakeholder management, Planning and coordination, Presentation and facilitation Quality management. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.
- DUTIES** : Oversee all turnaround and efficiency enhancement/ intervention programmes. Ensure proper implementation of the required project management and best practice mythologies (IDMS) across the value chain is enabled. Ensure necessary the capacity and capability to properly align cross-cutting interventions between the DPW and PMTE. Ensure the use of standardized processes are implemented. Ensure dependencies across multiple projects and the value chain are adequately managed through the setting of specifications and quality standards. Institutionalize SDIF and IDMS in the implementation of Business Improvement Plan. Mainstream and streamline the Departmental programmes in line with Service Delivery Improvement Framework (SDIF) and IDMS components; develop Service Delivery Improvement Plans (SDIP) informing the organisational Strategic Plans enabled by the Service Delivery Model (IDMS). Manage the establishment of an integrated programme management enabled by service delivery framework for improved services and seamless performance. Manage the establishment and maintain

partnerships and Communication with stakeholders to support Business Improvement. Provide strategic solutions, guidance, coordination and fast tracking the delivery of the identified special projects within the department. Identify and prioritise projects in consultation with the Ministry. Facilitate rapid research and write up of individual project proposals and project plans and timelines. Identification and mobilisation of necessary resources (human and funding) to fund projects. Effective monitoring and evaluation of projects, including regular reporting of progress to the Minister. The effective management of financial resources allocated to the programmes.

ENQUIRIES : Ms TB Hlatshwayo Tel No: (012) 406 1990
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-14@dpw.gov.za

NOTE : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

POST 14/144 : **DEPUTY DIRECTOR - GENERAL: CORPORATE SERVICES REF NO: 2023/144**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)

SALARY : R1 590 747 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Management Sciences, Behavioural Sciences, Social Sciences or related fields and a post-graduate qualification (NQF level 8) as recognised by SAQA. Demonstrated relevant management experience in managing a complex or diverse portfolio of functions, 8 - 10 years relevant experience at Senior Managerial level. Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation. Personal Attributes: Analytical thinking, Innovative, Creative and Solution orientated, Ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.

DUTIES : Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Department of Public Works and Infrastructure. Provision of modern and appropriate information management systems, technologies and architecture, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the various functional areas or components within Corporate Services, Develop an integrated business system that will assist with business planning of Corporate Services, Promote strategic support and planning to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation, Participate in EXCO, MinTop, MinMec and other governance structures of the Department. Overall management of the Corporate Services functions of the Department.

ENQUIRIES : Mr SC Zaba Tel No: (012) 406 1544
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-15@dpw.gov.za

NOTE : It will be expected of the candidate to sign a performance agreement, annually disclose his/her financial interests and be subjected to security clearance.

<u>POST 14/145</u>	:	<u>DEPUTY DIRECTOR - GENERAL: GOVERNANCE, RISK AND COMPLIANCE, REF NO: 2023/145</u>
<u>SALARY</u>	:	R1 590 747 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management and Administration, Business Administration/ Management, Auditing and/or Strategic Management or related field of study and a post graduate qualification (NQF 8) as recognised by SAQA plus 8 - 10 years Senior Management experience in the relevant field. Knowledge: Strategic Planning, Strategic Knowledge Management, Business analyses and risk management, Change management and organisational development, Extensive knowledge of department strategic objective, In-depth knowledge of government protocol processes, Development and implementation of strategies, Public Finance Management Act, Supply Chain Management, Financial and budget administration processes and systems, Structure and functioning of the Department. Skills: Executive management skills, Sound analytical and problem identification and solving skills, Language proficiency, Advanced report writing, Organising and planning, Computer utilisation, Policy formulation, Negotiation skills Advanced communication (verbal and written), Advanced interpersonal and diplomacy skills, Time management, Decision making skills, Conflict management, Motivational skills, Programme and management skills. Personal Attributes: Innovative, Resourceful, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, People orientated, Trustworthy, Assertive, Ability to work independently, Team player.
<u>DUTIES</u>	:	Commission research on latest trends; Ensure the development and implementation of effective and efficient plans, strategies and policies. Ensure that all GRC policies contribute to the departments` strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Manage the development and implementation of strategic plan and annual performance plans for the Department. Oversee the coordination of all components business plans into a single strategic plan. Manage the development, implementation and maintenance of business processes. Promote the implementation service delivery improvement programme policies, tools and frameworks. Manage the development and implementation strategies to ensure business efficiency. Oversee the implementation of guidelines and Service Delivery Improvement Programme plans. Oversee the provision of advice on Service Delivery Improvement Programmes activities and functions; provide reports on Service Delivery Improvement Programme. Manage the development and implementation of monitoring and evaluation strategy and Policy frameworks. Manage performance monitoring, evaluation & assessment of the impact of Departmental programmes including EPWP. Ensure compliance of the policies and legislated requirements of accounting. Manage the development and the implementation of risk strategies in support of effective corporate governance of the Department. Manage the development and maintenance of governance and management structures within the department. Promote a culture of intolerance to fraud and corruption in the Department and among service providers. Promote and support the implementation and maintenance of the fraud prevention plan and the fraud policy and response plan. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Branch and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Branch.
<u>ENQUIRIES</u>	:	Ms TB Hlatshwayo Tel No: (012) 406 1990
<u>APPLICATIONS</u>	:	All applications for this position must be submitted only via email to: Recruitment23-16@dpw.gov.za

- NOTE** : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- POST 14/146** : **DEPUTY DIRECTOR - GENERAL: FACILITIES MANAGEMENT REF NO: 2023/146**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
- SALARY** : R1 590 747 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in the Built Environment disciplines, Management or in the relevant field of study and a post-graduate qualification (NQF Level 08) as recognised by SAQA plus a minimum of 8 - 10 years senior management relevant experience. Knowledge: Best practiced Asset Management processes; Department internal business process in Property and construction. Knowledge: Client relations, financial management, Supply Chain Management; Change Management, Public Service Regulation, Black Economic Empowerment Act and Preferential Procurement Policy and Framework Act. Skills: Advanced report Writing; Advanced communication; Language proficiency; People management skills; Computer utilization; Negotiation skills; Analytical thinking; Facilitation skills; Strategic planning; Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills; Organising and planning; Policy formulation; Decision making skills; Motivation skills; Numeracy Advanced interpersonal and diplomacy skills. Personal Attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently work under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Able to establish and maintain personal networks; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently.
- DUTIES** : Provide strategic leadership in the development and the reviewing of legislation, strategies, and policies for facilities management and occupational health and safety. Undertake research on latest facilities management and OHS trends. Ensure the development and implementation of effective and efficient property management acts, strategies and policies. Ensure that all facilities management policies contribute to the departments` strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Provide strategic facilities management, support and security services to department`s clients and stakeholders; Facilitate completion of agreements between the department and client stakeholders. Ensure effective administration and performance of buildings for client satisfaction. Provide strategic leadership in the implementation of overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof. Oversee the development and implementation of the built environment Green Economy Programmes; Conduct research and analyses to identify innovative incentives that support the transition to a green economy within DPW; Manage and monitor the implementation of the Built Environment Green Economy Programme; Establishment and management of BEGEP Project Management Office. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments; Undertake surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the Departmental projects; Develop and maintain governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks; Implement statutory compliance awareness programmes.
- ENQUIRES** : Ms TB Hlatshwayo Tel No: (012) 406 1990
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-17@dpw.gov.za
- NOTE** : The successful candidate will have to enter into an annual performance agreement, annually disclose his/her financial interests.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 09 May 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 14/147** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING "REF NO: DD: MA"**
- SALARY** : R766 584 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and Bachelor's Degree (NQF 7) in Accounting / Finance or related relevant field as recognised by SAQA. 5 years relevant of experience of which 3 years must be at supervisory (ASD) level in Management Accounting Environment. Training in MS Office packages (Word and Excel specifically at Intermediate level), BAS & Vulindlela. Post Graduate qualification in Accounting / Finance or related field and Excel at Advanced level will be added advantage. Broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems. Knowledge of basic financial operating systems (Basic Accounting System (BAS) and Vulindlela). Have proven skills and competencies: Communication (Verbal and Written), Problem Solving and decision making, Interpersonal skills, Attention to detail, Planning and organising and. Report writing and analytical skills.
- DUTIES** : Manage the financial planning, budgeting, and reporting sub directorate inclusive of but not limited to: (Monitor the policy and legislative framework to ensure that cognisance is taken of new developments, develop and maintain policies and processes, monitor cash flow and submit cash flow reports and plans as required, develop and manage the operational plan of the sub-directorate and report on progress as required. Maintain discipline and quality control of work delivered by employees etc). Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting, and reporting work to ensure that information for planning purposes is collected and analysed properly, manage, review, analyse and quality assure the budget

preparation process and coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates (ENE), and virement process to ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers and that all roll-over requests are considered, proposal developed submitted to the CFO for consideration etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DD: MA

POST 14/148 : **LOGISTICS OFFICER "REF NO: LO"**

SALARY : R269 214 per annum

CENTRE : Pretoria

REQUIREMENTS : National Senior Certificate and 3 year tertiary qualification (NQF 6) in Supply Chain / Procurement / Logistics / Purchasing Management or related as recognised by SAQA. 3 years relevant clerical experience in Fleet / Logistics Management environment. Computer Literacy (MS Office Packages). NQF 7 in Supply Chain / Procurement/ Logistics / Purchasing Management, Confidential Security Clearance and Driver's licence and would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), in Planning and Organising, Listening, Problem Solving, Teamwork, attention to detail and reporting.

DUTIES : Implement Tools of Trade and Fleet Management policies and procedures. Provide inputs in the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools and fleet management policies and procedures via workshops and information circulars. Monitor compliance to tools of trade and fleet management policies and prescripts. Perform Fleet Management Services such as managing the utilisation of pool cars; conducting pre-trip and post trip inspections; reconcile kilometres on the cars against the logbook; maintain fleet management records; coordinate maintenance and leasing of cars. Provide Tools of the Trade Management Services such as managing cellular phones, contracts, 3Gs and sim cards; maintain tools of trade management records; track and follow-up on payments. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: LO"

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 09 May 2023 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at 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 a detailed Curriculum Vitae. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 14/149** : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: DT 09/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF 6 qualification in Communication/ Journalism or an equivalent qualification. Minimum of 3 years' working experience in a supervisory position within an internal communications environment. Ability to work long and irregular hours. Ability to travel and work outside the office. Ability to gather and analyse information. Ability to work with diverse personalities and to resolve conflict. Knowledge of Government's corporate identity and event management skills will be an added advantage. Knowledge of government processes and relevant legislation. Excellent interpersonal and presentation skills. Excellent computer literacy and use of standard software packages as well as certain Adobe creative suit apps. Ability to work under pressure.
- DUTIES** : The successful candidate will be responsible for: assisting with production coordination and distribution of departmental publications; Coordinating, generating, and editing content for publications; Implementing the publication distribution plan; Updating of distribution database; Managing, monitoring and updating of all internal communication platforms; Developing content and sourcing photographs for internal platforms; Managing and maintaining the department's image library; Providing photographic services for departmental events and projects; Coordinating internal events; Contributing to project/event/exhibition plans and checklists; Writing progress reports on supported projects; Providing inputs to weekly, monthly, or quarterly sub-directorate reports.
- ENQUIRIES** : Ms S Halama Tel No: 012 444 6603
- NOTE** : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates
- POST 14/150** : **ASSISTANT DIRECTOR: CLAIMS NON-CAPITAL INCENTIVES REF NO: DT 10/2023**
- SALARY** : R393 711 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A SAQA recognised NQF Level 6 National Diploma / B Degree in / Finance / Business Administration / Economics. 3-5 years' working experience in incentive administration in the private or public sector. Knowledge of incentive will be an added advantage, Understanding of the National Tourism Sector Strategy, Knowledge of public sector Regulations, Tourism Act, PFMA. Computer literacy and knowledge of MS Office Packages, Knowledge of project management, Stakeholder management and financial management. Communication skills. Planning and organising skills. Numerical skills. Effective time management, Ability to work in a co-ordinated Team as well as a sense of urgency, Ability to work under pressure. Pay attention to details.
<u>DUTIES</u>	:	The successful candidate will be responsible for acknowledging and screening of claims applying the programme guidelines, rules and policies; evaluate complete claims; compile payments to service providers; prepare payment advices; collect proof of payments and filing them accordingly update the database; update payments in the tracking tool; compile and submit workload statistics; reconcile approved claims against BAS reports; liaise with travel office; interact with enterprises on their claims, travel bookings and provide sound advice; ensure project summaries are timeously prepared for Committee members; provide inputs to quarterly and annual Market Access Support Programme (MASP) implementation reports; provide inputs to the monthly consolidated commitments, accruals and expenditure reports; collect, record and verify post intervention reports and impact analysis reports; liaising with internal and external stakeholders; marketing of MASP incentives provincially; attend stakeholder meetings and perform e secretariat duties.
<u>ENQUIRIES NOTE</u>	:	Ms M Kekana Tel No: 012 444 6333
	:	EE Requirements: Preference will be given to African Male, Coloured Male, Asian Male and White Male Candidates
<u>POST 14/151</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DT: 11/2023</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate recognized Diploma in General Nursing or BTech in Occupational Health Nursing. A minimum of 1 to 2 years work experience in Employee Health and Wellness field. Registration with a professional body, for example, South African Nursing Council. Knowledge in Occupational Health Nursing. Basic knowledge of Employee Assistance Programmes. Full Knowledge on the statutory legislation regarding Occupational Health and Safety. Knowledge on Compensation for Occupational Injuries and Diseases Act. Ability to identify safety, health and environmental hazards and assessment of risks within the workplace. Ability to interpret and apply Employee Health, Wellness and OHS Policies. Knowledge of Public Service EH&W strategic framework. Knowledge of basic conditions of employment Act. Good communication skills (written and spoken). Good negotiation and advocacy skills. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Research and project management skills. Strategic thinking and problem solving. Valid driver's licence (Code B).
<u>DUTIES</u>	:	The successful candidate will be responsible for conducting initial assessment and to refer to ICAS for further management based on the need of the employee, Providing health promotion and education on HIV/AIDS and TB to individual employees, Facilitating TB awareness Day, Facilitating World AIDS day service, Coordinating STI/ Condom week Awareness programme, Providing Counselling to employees on HCT, ART and TB treatment and refer employees to health care facility. Facilitating World Heart Day, Facilitating Diabetics Awareness Session, Facilitating Hypertension Awareness Programme, Attending to IOD, make Follow ups, provide counselling, rehabilitation and refer employees to ICAS for further management, Conducting walkabouts and identify the occupational health hazard, Facilitating awareness sessions on health and safety as per hazards identified, Conducting Health Risk Assessment (HRA), Coordinating Sports and Recreation in the department, Rendering Health Screening services and disease management programme, Providing, promoting and refer employees to ICAS on management of

lifestyle diseases and health risk. Ability to plan and organize the activities of the Sub-Directorate. Ability to conduct research, gather and analyse information and draft documents. Ability to liaise with external and internal stakeholder engagement.

ENQUIRIES : Mr S Nkosi Tel No: 012 444 6147
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 14/152 : **COMMUNICATIONS OFFICER: MEDIA LIAISON REF NO: DT 13/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year Bachelor's Degree or Diploma (NQF6) in Communications /Journalism. Minimum of 1-2 years' working experience in communications (media liaison), and in compiling written and audio-visual content for media and electronic platforms. Knowledge of administrative procedures and personnel management. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with stakeholders, and coordinate engagement sessions. Excellent writing skills for external communication purposes. Good Interpersonal and presentation skills. Good communication and advocacy skills. Must be computer literate, and be able to use social media platforms. Ability to work under pressure, individually and in a team. Research and project management skills. Sound organising and planning skills. Strategic thinking and problem-solving skills. A valid driver's licence.

DUTIES : The successful candidate will be responsible for monitoring news sources to compile daily news alerts that are circulated electronically to Department officials; researching and compiling information packs on issues of national importance that impact on Tourism for the unit; creating and maintaining a comprehensive database of media contacts; liaising with media to ensure their attendance at Departmental events; assisting with arranging interview opportunities on various media platforms; alerting communications management to media enquiries; managing event logistics for media liaison engagement sessions, activations, and media tours; drafting content for editorial purposes (Media invites/ Statements/ Success stories/ Social media posts/ Radio scripts); assisting in the production of audio - visual content for the Department's external communication platforms (Web & Social Media); utilising the news alerts, and media analysis documents to compile reports for the media liaison event related exit reports; creating and maintaining a database of media contacts; logging of distributed and published editorial products, responses to media inquiries, and conducted interviews.

ENQUIRIES : Ms S Zwane Tel No: 012 444 6612
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates

DEPARTMENT OF TRADITIONAL AFFAIRS

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

CLOSING DATE : 12 May 2023

NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

POST 14/153 : **SENIOR RESEARCHER REF NO: 2023/08**
Contract linked to term of office of the Commission on Khoi-San Matters ending 31 August 2026

SALARY : R766 584 per annum, (inclusive of service benefits)

CENTRE : Pretoria

REQUIREMENTS : A minimum qualification of an Honour's Degree or equivalent qualification in Anthropology/ History/ Political Studies/ Public or Development Studies/Public Policy or any relevant qualification at NQF level 8 plus a minimum of 5 years' experience in anthropological and/or historical research and genealogical services. A valid driver's licence. Fluency in Afrikaans will serve as an added advantage. Core competencies: Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written). Technical competencies: Anthropological and/historical research skills; Knowledge of Khoi-San history; Research Report writing, presentation skills and computer literacy.

DUTIES : The successful candidate will perform the following duties: Manage and conduct anthropological and historical research on applications for recognition of Khoi-San communities and leaders in support of the Commission on Khoi-San Matters; document customary laws of succession, customs and genealogies of Khoi-San communities and leadership in respect of the applications for recognition in support of the Commission on Khoi-San Matters. Willingness to travel extensively.

ENQUIRIES : Ms T Ramsumair Tel No: (012) 336 5841

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building

FOR ATTENTION : Director: Human Resource Management

POST 14/154 : **SENIOR RESEARCHER REF NO: 2023/09**
Contract linked to term of office of the Commission on Khoi-San Matters ending 31 August 2026

SALARY : R393 711 per annum, plus 37% in lieu of service benefits
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification of a Bachelor's Degree or equivalent qualification in Anthropology/ History/ Political Studies/ Public or Development Studies/Public Policy or any relevant qualification at NQF level 7 plus a minimum of 3 years' experience in anthropological and/or historical research and genealogical services. A valid driver's licence. Fluency in Afrikaans will serve as an added advantage. Core competencies: Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written). Technical competencies: Anthropological and/historical research skills; Knowledge of Khoi-San history; Research Report writing, presentation skills and computer literacy.

DUTIES : The successful candidate will perform the following duties: Conduct anthropological and historical research on applications for recognition of Khoi-San communities and leaders in support of the Commission on Khoi-San Matters; document customary laws of succession, customs and genealogies of Khoi-San communities and leadership in respect of the applications for recognition in support of the Commission on Khoi-San Matters. Willingness to travel extensively.

ENQUIRIES : Ms T Ramsumair Tel No: (012) 336 5841
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building

FOR ATTENTION : Director: Human Resource Management

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** : 12 May 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 14/155** : **DIRECTOR: CLUSTER COORDINATION REF NO: DOT/HRM/2023/25**
Branch: Administration (Office of the Director-General)
Chief Directorate: Strategic Planning and Cluster Coordination
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Administration Management / Strategic Planning / Business Management / Political Science / Law with a minimum of 5 years' experience at a middle managerial level in Government's integrated governance system. Driver's licence required. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skills: Knowledge and experience of the Government Cluster System. Compilation of management reports, Knowledge and experience of strategic management processes in government and Parliamentary & legislative processes. Political awareness and familiarity with broad lines of government policy, ability to liaise effectively with senior government officials and politicians. Project management skills. Excellent

Communication skills. Excellent writing and editing skills. Communication- Verbal & Written communication - English - above average, Computer literacy, and Governance related to information.

DUTIES : The incumbent will be responsible for the following: Develop and implement physical security for the Department and procedures. Manage physical security operations. Oversee cluster participation and performance of the Department. Manage and co-ordinate DOT participation and inputs into the cluster processes. Receive and refer documentation to relevant managers in the Department. Keep track of documents /referrals to the line function management and follow up on urgent matters. Monitor and evaluate the performance of programmes in relation to the Government's Programme of Action (POA) reporting cycle for the Economic Sectors, Investment, Employment and Infrastructure Development (ESIEID) Cluster. Manage and co-ordinate DOT participation and inputs into the cluster processes. Collate inputs and reports for all FOSAD (Forum of South Africa Directors-General) Clusters. Facilitate the development of strategic priorities for DOT in liaison with DOT workstream to be driven within the Economic Sectors, Investment, Employment and Infrastructure Development (ESIEID) Cluster and other FOSAD Clusters that DOT participates in (e.g. Justice, Crime Prevention & Security (JCPS) International Cooperation, Trade and Security (ICTS). Manage follow-ups on matters that have a bearing on Cluster, FOSAD — MANCO decisions. Co-ordinate the allocation and dissemination of information with respect to Cluster decisions. Manage and coordinate the implementation of Cabinet Resolutions. Develop decision matrix on matters arising from cabinet resolutions. Develop a Cabinet Memoranda schedule and ensure adherence to the timelines. Ensure implementation of all cabinet decisions and their implication to DOT. Prepare resolution reports for EXCO and To Management. Manage the provision of administrative support to ODG on Cabinet matters. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage and control the Directorate.

ENQUIRIES : Mr Bosa Ramantsi Tel No: 012 309 3288
NOTE : Preference will be given to African Male/Female, Coloured Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

POST 14/156 : **DEPUTY DIRECTOR: ETHICS, INTEGRITY MANAGEMENT AND COMPLIANCE RISK MANAGEMENT REF NO: DOT/HRM/2023/26**
Branch: Administration (Office of the Director-General)
Directorate: Risk Management
(12 Months Contract)

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 6 qualification in Commerce or Risk Management or Compliance or Ethics Management as recognised by SAQA coupled with five (5) years' experience of which three (3) years must be at a Junior or Assistant Director level in Risk Management/Compliance / Ethics. Membership of the Institute of Risk Management South Africa (IRMSA) / Institute of Internal Auditors South Africa (IIASA)/Association for Certified Fraud Examiners/Business Continuity Institute/Compliance Institute/Ethics Institute. The following certifications will be an added advantage, CIA, CCSA, CRMA, CA (SA) and CFE. Knowledge And Skill: Compilation of management reports, PFMA and relevant Regulations, Public Sector Ethics Management Framework -Public Sector Compliance Management Framework Public Sector Risk Management Framework, ERM concepts, frameworks and methodologies, Ethics Management policies and procedures, Compliance management principles and practice, Applicable legislative and regulatory frameworks, Public Service Anti-Corruption Strategy and departmental anti-corruption measures, Departmental policies and procedures, Governance and accountability, Internal control and assurance, Customer stakeholder relationship management. Communication: Verbal & Written communication - English above average and Computer literacy. Governance related information.

<u>DUTIES</u>	:	Manage the development and implementation of the Ethics, Integrity and Compliance Risk Management Governance Frameworks, Strategies and Protocols. Design, develop, implement and maintain frameworks, strategies, supporting policies, procedures and related protocols. Define the internal and external environment of the department. Develop and implement a strategic, tactical and operational level plans to align with business priorities. Develop and implement methodologies, models and systems. Plan, coordinate and implement policies, control processes and procedures. Coordinate with other relevant directorates for the implementation of ethics programs in the department. Coordinate the identification of ethics risks in the department. Institutionalise and implement Ethics and Integrity Management in the department. Promote and maintain an ethical philosophy and culture within the department. Manage communication of ethics initiatives and intervention through education, training and awareness workshops and campaigns. Facilitate the embedding of ethics management principles by applying change management practices. Manage detection of unethical behaviour that might lead to corruption. Manage the identification and assessment of ethics risks within the department. Coordinate ethics management functions within the department with all other relevant directorates responsible for ethics management functions. Manage the investigation of ethics and resolutions of unethical behaviour cases. Manage the coordination and functions of the Ethics Committee. Coordinate the activities of the Ethics Management Committee and perform the Secretariat function. Monitor implementation of resolutions taken by Ethics Management Committee. Coordinate the reporting by the various committees to the Risk Management Committee, the progress on the various components. Identify the relevant training needs for the committee members. Compile the reports for the committees. Monitor compliance with legislations and policies. Establish a monitoring and evaluation system. Coordinate the compilation of the compliance universe for the department. Compile a review report and present reports to relevant committees and/or stakeholders. Guide and oversee compliance management processes. Report all relevant matters to relevant stakeholders. Provide administrative support to the Directorate.
<u>ENQUIRIES NOTE</u>	:	Ms. Grace Mogaladi Tel No: (012) 309 3791
<u>POST 14/157</u>	:	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.
<u>POST 14/157</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT AND BUSINESS CONTINUITY MANAGEMENT REF NO: DOT/HRM/2023/27</u> Branch: Administration (Office of the Director-General) Directorate: Risk Management (12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09), plus 37% in lieu of benefits Pretoria A recognised NQF level 6 qualification in Commerce or Risk Management/ Internal Audit/Business Continuity Management and coupled with 3 years working experience in Internal Audit/Risk Management and Business Continuity Management. Membership of the Institute of Risk Management South Africa (IRMSA) / Institute of Internal Auditors South Africa (IIASA)/Association for Certified Fraud Examiners/Business Continuity Institute/Compliance Institute/Ethics Institute. The following certifications will be an added advantage, CIA, CCSA, CRMA, CA (SA) and CFE. Knowledge And Skills: (Legislative Regulatory Framework): Applicable legislative and regulatory framework. Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Organisational and government structures. Departmental policies and procedures. Principles and practice of risk management. National Treasury Risk Management Framework. Governance and accountability. Internal control and assurance. ERM concepts, frameworks and methodologies Risk environment. Business Continuity Management protocols and methodologies Risk Maturity Model (IRMSA). Risk management policies and procedures. Risk management principles and practice. Customer stakeholder relationship management. Business Continuity Institute's

DUTIES

Good Practice Guidelines. Communication: Verbal and Written, Excellent communication skills.

: Participate in the development, implementation and maintenance of a risk management strategy. Provide inputs in the development and maintaining an ERM framework and supporting policies and procedures. Implementing an ERM framework and supporting policies and procedures. Provide inputs in the development of the risk assessment methodologies, models and systems. Prepare risk profile reports. Assess and maintain the risk maturity profile of the organisation. Conduct risk assessment workshops with various branches within the department. Facilitate the identification of risks utilizing appropriate tools and techniques. Maintain the risk register for the department. Facilitate the development of the risk response strategies (mitigation plans). Manage the integration of risk management into day to day activities and all decision-making structures of the department. Manage the integration of the risk management into the planning processes. Provide support to the Risk Management Committee and Business Continuity Management Recovery Team. Perform the Secretariat function for the Risk Management Committee and the Business Continuity Management Recovery Team. Follow up on the implementation of resolutions taken by Risk Management Committee. Compile reports for the Risk Management Committee, on the progress on the implementation of measures to manage risk by various component. Ensure timeous distribution of meeting packs. Coordinate and compile reports for conducted Business Continuity Management initiatives to all relevant stakeholders. Capacity Building Initiatives- Create awareness on risk management. Conduct risk awareness workshops in the Department. Develop and circulate written publications/newsletters within the department. Identify training needs of Risk Management Committee, risk champions and risk owners and coordinate training programmes. Provide guidance to functional units on the identifying of risks and the development of risk mitigation strategies. Development and monitoring of the Combined Assurance Plan. Compile the combined assurance plan focusing on critical risks within the department. Coordinate with other assurance providers the development of the combined assurance plan. Develop monitoring systems to monitor the combined assurance plan on a quarterly basis. Develop monitoring reports on combined assurance plan and present to different stakeholders. Provide administrative support to the Directorate. Facilitate implementation of Business Continuity Management Frameworks. Conduct Business Impact Analysis with the branches. Facilitate the development or review of Business Continuity Management Strategy, Policy and Plan. Facilitate implementation of the approved strategy, policy and plan. Coordinate training, education and awareness on Business Continuity Management. Facilitate with other role players testing of the business continuity plan. Facilitate with other role players testing of the business continuity plan. Compile a review report and present reports to relevant committees and/or stakeholders. Test the effectiveness and timelines of restoration procedures for business to normal.

ENQUIRIES

: Ms. Grace Mogaladi Tel No: (012) 309 3791

NOTE

: 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
NOTE

09 May 2023

: 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. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. 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. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 14/158: **SCIENTIST MANAGER GRADE A REF NO: 090523/01**

Branch: Water Resource Management

Sub-Directorate: Co-Ordination and Liaison

SALARY
CENTRE
REQUIREMENTS

: R939 408 per annum, (all-inclusive OSD salary package)

: Pretoria (Head Office)

: MSc Degree or equivalent qualification. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Experience working with the United Nations systems and international funding organizations. Experience with international treaties/conventions related to water resources management. Diplomatic training and experience. The working language of any of the official languages of the United Nations. Marketing knowledge and experience. Good

understanding of current issues on integrated water resources management. Demonstrated leadership ability and a combination of strategic management and negotiation skills. Excellent written and verbal communication. An elevated level of computer literacy. Strong project and fiscal management skills. Flexible and able to work under awkward conditions. Able to interact at the executive level and represent the department in high-level platforms. Strong interpersonal and client-orientation skills, and excellent human relations.

DUTIES

: Coordination and liaison for the Directorate of Water Information Integration, Secretariat of (UNESCO) Intergovernmental Hydrological Programme and Coordination of other UN (United Nations) systems related to water activities in South Africa. Scientific assessment of water resources information needs and priorities of National Water Resources Information Management (NWRIM) clients in DWS and Water Management institutions at gal, regional, national, and local levels as a basis for the development and implementation of integrated monitoring and information systems. Ensuring the systematic provision of integrated water monitoring information to the DWS clientele nationally and beyond the borders of South Africa. Managing the budget and monitoring expenditures for the sub-directorate. Facilitate establishment, coordination, and management regarding the appropriate servicing of all partnerships/agreement science relationships of NWRIM. Systematic management of client and stakeholder relations, the assessment of client information utilization, and the level of client/stakeholder empowerment and satisfaction. Development and implementation of integrated information dissemination tools, e.g., websites, newsletters, and electronic notice boards. Coordination of production of exclusive information products. Coordination of information into national and international information networks. Development of databases of stakeholders, agreements/relationships, and available experts. Audits of information utilization and client satisfaction.

ENQUIRIES

: Mr. A Sambo Tel No: 012 336 8403

APPLICATIONS

: 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 14/159

: **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 090523/02**
Branch: Infrastructure Management: Head Office
CD: Infrastructure Development Directorate: Capital Projects

SALARY

: R785 700 per annum, (all-inclusive OSD salary package)

CENTRE

: Pretoria (Head Office)

REQUIREMENTS

: A Bachelor of Technology (B Tech) in Engineering as recognized by SAQA. Six (6) years post qualification in Engineering technologist experience required. Compulsory registration with the ECSA (Engineering Council of South Africa) as a Technologist. A valid unexpired driver's license except for persons with disabilities. Experience in providing technologist advisory service and in evaluating and providing quality assurance of technical designs and drawings with specifications and making recommendations for approval by the relevant authority. Experience in planning technological and technical support for engineers. Practical experience in mentoring graduate interns and training. Understanding ECSA professional mentorship will serve as an added advantage. Knowledge of contract administration, project management, and proven knowledge of technical drawing and design. Understanding of procurement processes in the public sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution, and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes including MS Projects is highly recommended. The ability to work with design software like AutoCAD Civil 3d will serve as an added advantage. Willingness to mentor and guide candidates toward professional registration.

DUTIES

: Provide and manage technological advisory services. Ensure adherence and promotion of safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise

technological and related personnel and assets. Manage administrative and related functions. Monitoring and supervising the evaluation of technological designs and drawings. Solve broadly defined technological challenges using the application and proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline). Continuous professional development to keep up with innovative technologies and procedures. Liaise with relevant bodies/councils on engineers. Assist with contract administration and project management-related functions.

ENQUIRIES : Mr. P Jugdawooh Tel No: 012 336 7926
APPLICATIONS : 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 14/160 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 090523/03**
 Branch: Ministry Directorate: Risk Management

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An appropriate NQF Level 7 qualification in Risk Management / Accounting / Finance / Auditing / Economics or relevant qualifications. Post Graduate Diploma in Risk Management will serve as an added advantage. Minimum of three (3) to (5) five years experience in an enterprise risk management environment, of which 3 years should be at a supervisory (ASD level) experience. A valid unexpired driver's license. Registration with IRMSA and other registrations such as IIA, SAICA, etc will serve as an added advantage. Knowledge of the Public Sector Risk Management framework, ISO 31000 standard, COSO Framework, and Kind IV Report on Corporate Governance. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems, departmental policies and procedures, and governmental financial systems. Knowledge of risk management in the public sector and implementation of policies. Understand project and programme management. Organizational skills, problem-solving, and analysis. Excellent written and verbal communication skills. People and diversity management. Client orientation and customer focus. Ability to be committed to a high level of quality control with accountability and ethical conduct.

DUTIES : Review and implement the risk management framework, strategy, and policy in the department. Monitor and report on the accuracy and timeous risk management information. Promote and institutionalize risk awareness culture and compliance in the department. Develop, review, and implement a risk-based combined assurance framework and plan/model. Implement risk management business continuity in the department. Provide administrative support to the risk management structural committees.

ENQUIRIES : Ms. R Tema Tel No: 012 336 8759
APPLICATIONS : 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 14/161 : **DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: 090523/04**
 Chief Directorate: Internal Audit
 Sub-Directorate: Compliance and Performance Audits

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An appropriate (NQF level 7) qualification in Internal Auditing/Auditing/Accounting. Three (3) years relevant experience at entry level management (Assistant Director) in Internal Audit. Professional Internal Auditor (PIA), and Certified Internal Auditor (CIA) will be added advantages. A valid and unexpired driver's license. Knowledge

of the Public Finance Management Act and Treasury Regulations. Knowledge of IIA Standards for the Professional Practice of Internal Auditing (SPPIA). Knowledge of Generally Recognised Accounting Practice (GRAP). Knowledge and understanding of Public Service Legislative framework. Competencies Needed: Report writing skills. Planning and organizing skills. Problem-solving skills. Computer literacy skills. Project management skills. Presentation skills. Communication (written and verbal) skills. Facilitation skills. Client orientation and customer focus skills. Research skills. Analytical skills. People management skills. Willingness and ability to travel.

DUTIES : Manage the Performance Audit Sub-Directorate. Develop the risk-based 3-year strategic annual Internal Audit coverage plans. Manage the implementation of the approved audit operational plan. Manage the communication of the audit results and the audit outcomes. Participate in coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Keep up to date with the new development in Internal Audit. Manage the sub-programme's human resources through developing, implementing, and monitoring the annual staff development, job training, and continued professional development.

ENQUIRIES : Ms. C. Makgalo Tel No: 012 336 8331
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 14/162 : **DEPUTY DIRECTOR: COMPLIANCE AUDIT REF NO: 090523/05**
Chief Directorate: Internal Audit
Sub-Directorate: Compliance and Performance Audits

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An appropriate (NQF level 7) qualification in Internal Auditing / Accounting. Three (3) years relevant experience at entry level management (Assistant Director) in Internal Audit. Professional Internal Auditor (PIA), and Certified Internal Auditor (CIA) will be added advantage. A valid and unexpired driver's license. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of IIA Standards for the Professional Practice of Internal Auditing (SPPIA). Knowledge of Generally Recognised Accounting Practice (GRAP). Knowledge and understanding of Public Service Legislative framework. Competencies Needed: Report writing skills. Planning and organizing skills. Problem-solving skills. Computer literacy skills. Project management skills. Presentation skills. Communication (written and verbal) skills. Facilitation skills. Client orientation and customer focus skills. Research skills. Analytical skills. People management skills. Willingness and ability to travel.

DUTIES : Manage the Compliance Audit Sub-Directorate. Develop the risk-based 3-year strategic annual Internal Audit coverage plans. Manage the implementation of the approved audit operational plan. Manage the communication of the audit results and the audit outcomes. Participate in coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Keep up to date with the new development in Internal Audit. Manage the sub-programme's human resources through developing, implementing, and monitoring the annual staff development, job training, and continued professional development.

ENQUIRIES : Ms. C. Makgalo Tel No: 012 336 8331
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

<u>POST 14/163</u>	:	<u>SCIENTIST PRODUCTION GRADE A-C REF NO: 090523/06</u> Branch: Provincial Co-Ordination and International Cooperation-Mpumalanga (Water and Sanitation Services Management)
<u>SALARY</u>	:	R646 854 – R982 326 per annum, (all-inclusive OSD salary), (offer will be based on proven year of experience)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A Science degree (BSc) (Hon) or relevant qualification in Geohydrology and Hydrology or Earth Sciences (specialized in Groundwater Studies). Compulsory registration with the SACNASP as a Professional Natural Scientist. Three (3) years post qualification natural scientific experience in Geohydrology or Hydrology Earth Sciences fields. A valid and unexpired driver's license. Good sound knowledge of geohydrological processes, groundwater assessment, and integrated water resources management. Be able to apply, analyze and interpret various groundwater models. Ability to apply scientific research, methodologies, and project management principles. Computer-aided scientific applications. Presentation skills. Problem-solving and analysis abilities and negotiation skills. Good written and verbal communication skills. Computer skills. People Management and Conflict Management.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems, and procedures in terms of the National Water Act, Act 36 of 1998. Identify gaps and develop appropriate interventions with regard to freshwater and ecosystem monitoring. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Advice and provide scientific support. Develop working relations with various clients. Create public awareness of freshwater ecology systems. Provide scientific data, information, and advice as requested and review scientific publications. Conduct analyses on scientific data. Gather and interpret data, evaluate results, and disseminate information. Apply appropriate scientific models to generate information and knowledge. Conduct citizen science, basic and applied research. Liaise with the relevant bodies/councils on science-related and citizen science matters. Mentor, train and develop candidate scientists and others to promote skills /knowledge transfer as well as adherence to sound scientific principles and code of practice. Supervise scientific work and processes as well as sector support with the assessment of Water Use License Applications specifically sections dealing with applications dealing with impacts on wetlands, estuaries, the instream, and riparian habitats. Manage special wetland-related projects. Give input to all feasibility studies. Attended water use data requests from stakeholders. Represent the Department in different forums and where freshwater ecology or surface water quality inputs are required from the department. Support the water quality team with the freshwater ecology inputs in their various projects.
<u>ENQUIRIES</u>	:	Ms Ralushai M, Tel No: 013-759 7524 Ms Mkhwanazi, Tel No: 013 759 7515 / Ms PC Ngwamba, Tel No: 013 759 7446 / Mr SG Nkosi, Tel No: 013 759 7335
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela): Please forward your applications 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.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 14/164</u>	:	<u>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION GRADE A REF NO: 090523/07 (X2 POSTS)</u> Branch: Infrastructure Management: Head Office
<u>SALARY</u>	:	R420 318 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	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. A valid and unexpired driver's license. Working knowledge of the National Water Act, 1998 (Act No 36 of 1998) and related policies. Computer literacy. 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 implementation 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 regards 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 managing conflict among various stakeholders during the relocation and settlement negotiation process.

**ENQUIRIES
APPLICATIONS**

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

FOR ATTENTION

: Planning, Recruitment & Selection Unit

POST 14/165

: **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A-C REF NO: 090523/08 (X2 POSTS)**
 Branch: Infrastructure Management: Head Office
 D: Infrastructure Maintenance

SALARY

: R380 433 – R 583 209 per annum, (OSD) (offer will be based on proven year of experience)

**CENTRE
REQUIREMENTS**

: Pretoria (Head Office)
 : A Bachelor of Technology (B Tech) in Engineering or relevant qualification. Three (3) years post qualification in Engineering Technologist experience is required. A valid unexpired driver's license. Compulsory registration with ECSA (Engineering Council of South Africa) as an Engineering Technologist. Knowledge of programme and project management. Understanding of technical design and analysis. Knowledge of research and development. Knowledge of computer-added engineering applications. Technical report writing, networking and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Excellent communication skills both (verbal and written).

DUTIES

: Render technical advisory services, support and provide inputs in engineering drawings, research, design, manufacturing, operations, and maintenance to the Sub-Directorate: Mechanical Asset Management. Assist Engineers, Control

Technologists and associated professionals in field, workshop and technical office activities and appraisals of technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Mechanical Maintenance Inspection Reports complete with Service Requests. Perform asset verifications. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance / refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Support Corrosion Engineer with corrosion protection inspections. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate innovative technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases and supervise and control technical and related personnel and strategic assets. Conduct quarterly meetings with respective cluster office and develop minutes of the meeting. Research and development. Ensure continuous professional development to keep up with innovative technologies and procedures, research / literature studies on engineering technology to improve expertise, liaise with relevant bodies / councils on engineering - related matters and maintain continuous registration with the engineering council. Quality control of mechanical equipment during fabrication, installation, and commissioning. Willingness to travel long distances for work activities.

**ENQUIRIES
APPLICATIONS**

: Mr. JH Van Der Walt Tel No: 012 336 6781
 : 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 14/166

: **RISK MANAGEMENT PRACTITIONER REF NO: 090523/09**
 Branch: Ministry
 Directorate: Risk Management

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
 : Pretoria (Head Office)
 : An appropriate three (3) year Degree or National Diploma in Risk Management / Accounting / Finance / Auditing. A valid unexpired driver's license. Minimum of two (2) years' experience in a Risk Management environment. Registration with IRMSA (Institute of Risk Management South Africa) and IIA (Institute of Internal Auditors) (Institute of Internal Auditors) will serve as an added advantage. Knowledge and experience of risk management processes including risk appetite and tolerance, strategies, and techniques. Public Sector risk management framework, ISO 31000 standard, and COSO framework. Kind III and or IV report on Corporate Governance. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of risk management in the public sector. Understanding of project and program management. Excellent communication skills both (verbal and written) skills. Computer literacy in MS Office, Excel, Outlook, and PowerPoint. Organizational skills, problem solving, and analysis. People and diversity management. Ability to work under pressure and work alone. Integrity, honesty,

		ethical behaviour, transparency, and trustworthiness. Attention to detail and customer focus.
<u>DUTIES</u>	:	Assist in the development of risk management framework, policy, and strategy. Facilitate risk assessments (identification, evaluation, and management). Assist in the collation of risk management information. Assist with the implementation of combined assurance framework strategy. Conduct training and awareness. Assist with secretariate functions to the operational risk management committee. Provide administrative support to the strategic and operational risk management (risk committee).
<u>ENQUIRIES</u>	:	Ms., M Tshidzumba Tel No: 012 336 7390
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit
<u>POST 14/167</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A–C REF NO: 090523/10</u> Branch: Provincial Co-Ordination and International Cooperation-Mpumalanga
<u>SALARY</u>	:	R326 031 – R495 099 per annum, (OSD) (offer will be based on proven year of experience)
<u>CENTRE</u>	:	Groblersdal
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired driver's license. Compulsory Registration with ECSA as a Professional Engineering Technician. Water resources-related experience is a recommendation. Good interpersonal relations. The willingness to travel long distances is essential. Project Management, Technical design, and analysis knowledge will be an added advantage. Research development and Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting.
<u>DUTIES</u>	:	Implement the National Water Act with a focus on water resource information acquisition. Collect, analyze and manage hydrological flow data. Calibrate and maintain flow gauging equipment. Conduct current gauging's, surveying of measuring weirs, and calibration of weirs. Run hydrological models and other relevant models. Liaise with relevant components to enforce compliance to water management legislation. Organize field trips and assist with the preparation of required supportive documents and technical information as well as the writing of technical reports. Participate in capacity building and mentorship programmes for junior staff. Implement operational plans, guidelines, policies, and projects.
<u>ENQUIRIES</u>	:	Mr TA Veleko, Tel No: 013-262 6800/Ms FM Mkhwanazi, Tel No: 013 759 7515/Ms PC Ngwamba, Tel No: 013 759 7446/Mr SG Nkosi, Tel No: 013 759 7335
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela): Please forward your applications 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.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 14/168</u>	:	<u>CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 090523/11 (X4 POSTS)</u> Branch: Infrastructure Management Sd: Drawing Services
<u>SALARY</u>	:	R269 214 per annum, (Level 07)
<u>CENTRE</u>	:	Pretoria ((Head Office)
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 Certificate (with Mathematics / Mathematics Literacy). Six (6) to Ten (10) years of experience in technical drawing using CAD software or related drawing software. Computer Literacy. Knowledge of technical drawing. Knowledge of SANS codes. Knowledge of database systems. Competence with CAD Software. Valid drivers' license. Effective communication and organizing skills. Good interpersonal relations. Good Technical report writing skills.
<u>DUTIES</u>	:	Compile and edit drawings/plans/maps/reports. Processing technical drawings and reports. Create, edit, and process technical drawings and reports. Apply

departmental, SANS and other applicable standards. Check drawings/plans/maps for compliance with standards. Liaise with clients when necessary. Distribute drawings, data, and information. Provide monthly portfolio of evidence on work completed. Operate plotters, scanners, printers, and computers. Archiving and retrieval of drawings. Gather technical drawing data from drawing filing system. Training of staff. Assist with the registration and capturing of engineering drawings. Conduct site visits if necessary to obtain information.

ENQUIRIES : Mr. V Monene Tel No: 012 336 7842
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 14/169 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 090523/12**
Branch: Water Resource Management
Sd: Analytical Services

SALARY : R269 214 per annum (Level 07)
CENTRE : Resource Quality Information Services, Roodeplaat dam
REQUIREMENTS : A National Senior Certificate or Grade 12 Certificate (with Mathematics / Mathematics Literacy). Six (6) to Ten (10) years of experience in a laboratory environment. Computer Literacy. Knowledge of OHS. Knowledge of ISO 17025.

DUTIES : Perform sterility checks on test media and laboratory ware. Perform air quality checks in the laboratory. Maintain test cultures and laboratory equipment. Monitor and record laboratory temperatures; maintain and calibrate laboratory equipment and glassware; stock taking of laboratory consumables in Analytical Services. Cleaning of glass and plasticware. Changing and handling of gas cylinders. Prepare test samples and solutions. Remove toxic waste, general maintenance of the laboratory. In house training of personnel, graduates and interns on activities related to the work. Practice quality assurance on all analysed data and perform quality checks on laboratory test results as per RQIS accreditation quality system. Participate in Planned Job Observations (PJO's) on all methods and procedures to be declared competent in terms of the RQIS accreditation quality system. File test results and all laboratory records. Participate in laboratory safety as SHE rep/First aider. Perform physiochemical testing on samples as part of sample preparations. General housekeeping in the laboratory. Manual capturing of data on LIMS/WMS.

ENQUIRIES : Ms J Lekekiso Tel No: (012) 808 9750
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 14/170 : **ASSISTANT TECHNICAL OFFICER REF NO: 090523/13**
Branch: Provincial Co-Ordination and International Cooperation-Mpumalanga

SALARY : R181 599 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : A Senior / Grade 12 Certificate with Mathematics and Science. Computer literacy. A valid and unexpired driver's license. Willingness to travel. Ability to use Microsoft Excel and Word, Ability to use GPS, Knowledge of groundwater monitoring instruments. Willingness to travel.

DUTIES : Groundwater resource monitoring. Collect, file, and capture groundwater level data. Maintenance of monitoring stations. Maintenance of field equipment. Collect samples according to set standards. Register monitoring stations on relevant databases. Maintain data related to groundwater. Assist senior officials as and when required.

ENQUIRIES : Ms Ralushai M, Tel No: 013-759 7524 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 applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag x11259,

FOR ATTENTION

: Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor,
Prorom Building, Mbombela, 1200.
Ms FM Mkhwanaz

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

APPLICATIONS

- : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Frere Tertiary Hospital** - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms NMthitshana Tel No: 043 709 2487/2532.
- Martje Venter Hospital** - Post to: Human Resource Office, P.O Box 45 Tarkastard 5370 or Hand Deliver to No1 Margarete, Tarkastard, 5370. Enquiries: D Sparks Tel No: 045 846 0053.
- Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: 041 405 2348 (No subject)
- Indwe Hospital** – Post to: Human Resource Office, Indwe Hospital P.O. Box 5 Indwe 5445: Enquiries: Chris Gouws Tel No: 045 952 1030
- Mthatha Pharmaceutical Depot:** Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.
- Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805/2/3
- Fort England Psychiatric Hospital** – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel No: 046 602 2300.
- Andries Vosloo Hospital** - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel No: 042 243 1313
- Inxuba Yethemba Sub District** – Human Resource Office, Inxuba Yethemba Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921
- All Saints Hospital** - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel No: 047 548 4104
- Amahlati Sub-district** -Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel No: 043 643 4775/6.
- Wilhelm Stahl Hospital** - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel No: 049 842 1111
- Mbhashe Sub District** - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel No: 047 489 2417/16
- Cecilia Makiwane Regional Hospital** - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel No: 043 708 2121
- Mhlontlo Sub District** -Post: Human Resource Office, Mhlontlo Sub –District, Private Bag X 421, Qumbu, 5180.Enquiries: Ms Ntlabi, Tel No:047 553 0585
- Chris Hani District Office** - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel No: 045 8071110/1101.
- Nyandeni Sub District** –Post Human Resource Office Nyandeni LSA P.O Box 208/Libode 5160, or hand deliver: Nomandela Drive opposite traffic Department, Libode ,5160, Enquiries: Mr L Phokolo Tel No: 047 555 2014/2029

St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase Tel No: 047 555 5300

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel No: 047 542 6300

Adelaide Hospital- Post: Adelaide Hospital, Piet Retief Drive, PO Box 128, Adelaide, 5760, Enquires: Ms K Marques, Tel No: 046 684 0066

Zithulele Hospital – Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or Hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobethwa, Tel No: 047 573 8936/073 200 0217.

Victoria Hospital - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand deliver to: HR Office, Victoria Hospital, Kuntselamanzi Road, Alice, 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141

BJ Vorster Hospital - Post to: BJ Voster Hospital, P.O. Box 41, Kareedouw, 6400. Or Hand deliver at: HR Office, BJ Voster Hospital, Kron N Baaken Street, Kareedouw. Enquiries: Ms Gillian Sikiwe Tel No: 042 288 0210

Komani Psychiatric Hospital - Post to: Human Resource Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs A Sokutu Tel No: 045-8588 400.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel No: 046 602 5046.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. Or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel No: 049 807 7739.

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel No: 047 502 4143/4008.

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469.

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel No: 041 406 4421.

Jose Pearson TB Hospital - Post to: HR Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel No: 041 372 8000.

Humansdorp Hospital – Post: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or Hand deliver: HR Office (Admin Block) 1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp, Enquiries: Ms G Kivedo, Tel No: 042 200 4279/236

Inxuba Yethembu Sub District – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921

Sakhisizwe Sub-District - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455. Enquiries: Ms B Mtsi Tel No: 047 877 0931.

Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel No: 047 548 0022/34

Emalahleni Sub District – Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel No: 047 878 4300.

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: 047 874 8000.

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana – Tel No: 047 874 0111.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel No: 045 807 8908

Intsika Yethu Sub-District Office: Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela Tel No: 047 874 0079.

Empilweni TB Hospital – Post to: HR Office, Private Bag X6060, Port Elizabeth, 6000 or hand delivered to: HR Office, Empilweni TB Hospital, 01 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms K Sinyahla Tel No: 041 406 7627.

Hewu Hospital - Post to: Human Resource Office, Hewu Hospital, Private Bag x1409, Queenstown 5320 or hand deliver to: HR Office, Hewu Hospital, Ekuphumleni Township, Main Road, Whittlesea. Enquiries: Mr Mabandla Tel No: 040 841 0133

Lilitha Nursing College (Gqeberha Campus) - Post to: Human Resource Section, Lilitha College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene Tel No: 043 700 9717/26.

12 May 2023

CLOSING DATE
NOTE

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Additional Note: Applicants who will be applying for Chief Executive Officer's and Deputy Director General posts must to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>The system is available 24/7 and 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 to: RecruitmentHeadOffice@ehealth.gov.za (NB: For Technical Glitches ONLY – NO CVs). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms S Ndlabhu Tel no: 040 608 1602/5/6/10

MANAGEMENT ECHELON

POST 14/171

: **DEPUTY DIRECTOR- GENERAL: DISTRICT HEALTH MANAGEMENT SERVICES REF NO: ECHEALTH/DDG-DHMS/HO/APL/01/04/2023**

SALARY
CENTRE
REQUIREMENTS

: R1 590 747 - R1 791 978 per annum (Level 15), an-all-inclusive package
: Head Office, Bisho
: National Senior Certificate, B. Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Skills: Knowledge of the Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management,

		Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication.
<u>DUTIES</u>	:	Ensure the provision of District Health Management Services: Co-ordinate provision of maternal, child, Neonatal, women health and integrated nutrition programme. Co-ordinate implementation of communicable and Non-communicable diseases. Co-ordinate undertaking of epidemiological research and surveillance services. Co-ordinate implementation of District Health Support Management Services (Provision of Allied Health Services): Provision of district hospital. community health centre and clinic health services. Provision of primary health care services such as community outreach programmes, marketing, prevention and health promotion services. Design and implementation of health information systems. Ensure provision of Emergency Medical Care Services (EMS) and Forensic Pathology Services. Ensure provision of Emergency Care Services. Ensure provision of Forensic Pathology Services. Promote good corporate governance. Establish effective audit and risk management mechanisms to prevent fraud and corruption: Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines: Resolve problems emanating from the work space. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Facilitate and afford staff adequate training and development opportunities. Ensure timeously development 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.
<u>ENQUIRIES</u>	:	Ms B Caga Tel No: 040 608 1210/1211
<u>NOTE</u>	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 14/172</u>	:	<u>CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/FTH/APL/01/04/2023</u>
<u>SALARY</u>	:	R1 308 051 – R 1 563 948 per annum (Level 14), an - all-inclusive package
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.
<u>DUTIES</u>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue

through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
NOTE : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 14/173 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/FEPH/APL/01/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), an all-Inclusive package
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
NOTE : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 14/174 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/JBTBH/APL/01/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), an all-Inclusive package
CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive

management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budged in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES

NOTE

: Mr B Msibi Tel No: 040 608 1163
 : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

OTHER POSTS

POST 14/175

: **CLINICAL MANAGER REF NO: ECHEALTH/CM/MVH/APL/01/04/2023**

SALARY

CENTRE

REQUIREMENTS

: R1 227 255 – R1 362 063 per annum (OSD), an- all-inclusive package
 : Chris Hani District, Martjie Venter Hospital
 : National Senior Certificate. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

: Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budged in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To

plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits. (manage the hospital)

ENQUIRIES :

D Sparks Tel No: 045 846 0053

POST 14/176 :

CLINICAL MANAGER REF NO: ECHEALTH/CM/HD-H/APL/01/04/2023

SALARY :
CENTRE :
REQUIREMENTS :

R1 227 255 – R1 362 063 per annum, (OSD), an- all-inclusive package
Sarah Baartman District, Humansdorp Hospital
National Senior Certificate. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES :

To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES :

Ms G Kivedo Tel No: 042 200 4279/236

POST 14/177 :

CLINICAL MANAGER REF NO: ECHEALTH/CM/ZH/APL/01/04/2023

SALARY :
CENTRE :
REQUIREMENTS :

R1 227 255 – 1 362 063 per annum, (OSD)
OR Tambo, Zithulele Hospital
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

DUTIES :

Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.

ENQUIRIES :

Mr K Sobethwa Tel No: 047 573 8936/073 200 0217

POST 14/178 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/KPCH/APL/01/04/2023**

SALARY : R1 227 255 – R1 362 063 per annum, (OSD)
CENTRE : Chris Hani, Komani Psychiatric Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.

ENQUIRIES : Mrs A Sokutu Tel No: 045-8588 400

POST 14/179 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/INH/APL/01/04/2023**

SALARY : R1 227 255 – R1 362 063 per annum, (OSD)
CENTRE : Chris Hani, Indwe Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.

ENQUIRIES : Chris Gouws Tel No: 045 952 1030

POST 14/180 : **PRINCIPAL OF NURSING COLLEGE (PN-D6) REF NO: NOECHEALTH/PNC-PND6/CCO/APL/01/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), an all-Inclusive package
CENTRE : Buffalo City Metro, East London College Central Office
REQUIREMENTS : A basic qualification in nursing registered with the SANC in terms of Government Notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Management / Administration, both qualifications registered with the SANC. A SAQA recognised NQF level 9 (Master's Degree in Nursing) tertiary qualification. A PhD degree will serve as an added advantage. A minimum of 13 years appropriate/recognizable nursing experience after obtaining a post-

basic qualification in Nursing Education. At least 5 years of the period referred to must be appropriate/recognizable managerial experience at a Nursing College or higher nursing education institution. A valid South African driver's license. Computer literacy certificate. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Must be proficient in the following competencies and skills sets: - Analytical assessment and evaluation; Computer and Writing; Strategic Capability and Leadership; Programme and Project Management; Human Resource Management and Planning; Financial Management and Budget Planning and Forecasting; Change Management, Communications and Stakeholder Management; Research, Policy Development and Quality Assurance. Good interpersonal skills and diversity management. Commitment to Nursing Education, Training and Practice.

DUTIES

: To monitor implementation of a range of Nursing Education and Training programmes (undergraduate and post graduate). Lead academic oversight committee. Monitor and evaluate financial management, human resources management and development, supply chain and asset management, transport and facility management. Specific focus areas will include the following: Analyse monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the campuses/learning centres. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structures meetings. Supervise and monitor implementation of policies, programmes, acts and regulations with regard to Nursing. Advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the norms and standards regulations applicable to different categories of health establishments in terms of leadership and governance. Monitor full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the College/Department and relevant stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES

: Ms K Livi Tel No: 040-608-1236/1365

POST 14/181

: **MANAGER NURSING REF NO: ECHEALTH/MN/FTH/APL/01/02/2023**

SALARY CENTRE REQUIREMENTS

: R992 634 - R1 117 236 per annum, (OSD), an all-inclusive package Buffalo City Metro, Frere Tertiary Hospital
 : Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Current paid-up registration with SANC. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.

DUTIES

: To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in interprofessional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the

quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.

ENQUIRIES : Ms N. Mthitshana, Tel No: 043 709 2487/2532

POST 14/182 : **ASSISTANT MANAGER: MEDICAL PHYSICS REF NO: ECHEALTH/AMMP/LTH/01/04/2023**

SALARY : R965 835 – R1 104 312 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : BSc Honours Degree in Medical Physics, or equivalent. An MSc in Medical Physics & training in any managerial course will be an added advantage. Registration with a professional council Registration with the HPCSA as a Medical Physicist (Independent Practice). Current and active registration with the HPCSA as a Medical Physicist. A minimum of 3 years' appropriate experience after registration as a Medical Physicist. Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. In depth knowledge and skills relating to the medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices primarily in Radiology. Sound knowledge of radiotherapy physics, radiotherapy equipment, dosimetry, treatment planning and HDR brachytherapy. Knowledge of computers and software used in Radiology (imaging and dose assessment), Radiotherapy (modern RT techniques) and Nuclear Medicine. Knowledge of quality assurance and radiation protection aspects of all radiation therapy and radiation imaging equipment. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Research, development and teaching/training skills. Good leadership, communication and interpersonal relationship skills.

DUTIES : To coordinate, supervise & provide comprehensive clinical. radical physics services. Responsibility for the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Provide Medical Physics support for Radiation Oncology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support for Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Responsible to maintain an effective radiation protection programme for the hospital, including reporting and monitoring of radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Provide clinical Medical Physics advice as required in Radiotherapy, Nuclear Medicine and Radiology. Training and education of Medical Physics Interns and other professionals in associated departments. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, assets management. Active participation and assistance with research and development programmes of the Medical Physics Department. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in the Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance, physical and organizational.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/183 : **CAMPUS HEAD – PND3 REF NO: ECHEALTH/CH/PEC/APL/01/04/2023**

SALARY : R949 482 - R1 068 666 per annum, (OSD)
CENTRE : Liliitha Nursing College, PE Campus
REQUIREMENTS : Master's Degree in Nursing Science Bachelor's Degree/Diploma in Nursing Education and Management. PHD will be added as advantage Registration with

SANC as a Professional Nurse in nursing education. A minimum of 11 years appropriate / recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriated / recognizable experience in Nursing Education after obtaining the Nursing Education. At least 5 years relevant experience in management at a nursing education institution with sound research capabilities and understanding new qualifications. Transformation leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to nursing education and training. Must be able to contribute to the paradigm shift in nursing education for health service delivery and facilitate universal access to health care through responsive education program development and implementation. Knowledge of Public service Administration Act and Legislation such as Health Act, SAQA, CHE, NQF ,Nursing Act,(SANC) Rules and Regulations and College Policies. Computer literacy and a valid driver's licence.

DUTIES : Manage all nursing programmes in the main Campus and Sub- Campuses. Liaise with SANC and CHE on all campuses academic matters. Coordinate and monitor functioning of both the Sub – main and Main campus. Manage and co-ordinate all administrative and financial matters of Campus as an institution. Provide a strategic direction at institutional level and be primarily responsible for establishing and maintaining a positive learning and working environment, for students and staff. Ensure effective collaboration with both internal and external stakeholders. Ensure Campus good governance and participate in all the college governance matters including policy formulation.

ENQUIRIES : Ms PN Mene Tel No: 043 700 9717/26

POST 14/184 : **ASSISTANT MANAGER (PHARMACEUTICAL SERVICES) REF NO: ECHEALTH/AMN/MH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS : R938 748– R1 089 456 per annum, (OSD)
: Sarah Baartman, Midlands Hospital
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

ENQUIRIES : Mr. A Mabombo Tel: 049 807 7737/7749

POST 14/185 : **ASSISTANT MANAGER (PHARMACEUTICAL SERVICES) REF NO: ECHEALTH/AMN/MRH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS : R938 748– R1 089 456 per annum, (OSD)
: OR Tambo, Mthatha Regional Hospital
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish

operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008.

POST 14/186 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO: ECHEALTH/DD-CS/01/04/2023**

SALARY : Grade 1: R896 535 - R995 022 per annum, (OSD)
Grade 2: R1 025 091 - R1 172 076 per annum, (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP. Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Senior Management Pre-entry Programme Certificate (Nyukela) will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.

DUTIES : Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well coordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

ENQUIRIES : Ms N. Mthitshana Tel No: 043 709 2487/2532

POST 14/187 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO: ECHEALTH/DD-CS/01/MRH/APL/01/04/2023**

SALARY : Grade 1: R896 535- R995 022 per annum, (OSD)
Grade 2: R1 025 091 - R1 172 076 per annum, (OSD)

CENTRE : OR Tambo, Mthatha Regional Hospital

REQUIREMENTS : B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP. Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Senior Management Pre-entry Programme Certificate (Nyukela) will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.

DUTIES : Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well coordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

POST 14/188 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO: ECHEALTH/DD-CS/01/CMH/APL/01/04/2023**

This is a re-advertisement, those who have applied are encouraged to re-apply

SALARY : Grade 1: R896 535 - R995 022 per annum, (OSD)
Grade 2: R1 025 091 - R1 172 076 per annum, (OSD)

CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS

: B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP. Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Senior Management Pre-entry Programme Certificate (Nyukela) will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.

DUTIES

: Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well co-ordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

ENQUIRIES

: Ms N. Matshaya Tel No: 043 708 2121

POST 14/189

: **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/DR-MMH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS

: R881 961 - R992 634 per annum, (OSD), an all-inclusive package
: OR Tambo, Dr. Malizo Mpehle Hospital
: Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective

<u>DUTIES</u>	:	problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms Makalima Tel No: 047 542 6300
<u>POST 14/190</u>	:	<u>DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/HD-H/APL/01/04/2023</u>
<u>SALARY</u>	:	R881 961- R992 634 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Sarah Baartman, Humansdorp Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms G Kivedo Tel No: 042 200 4279/236
<u>POST 14/191</u>	:	<u>DEPUTY MANAGER NURSING REF NO: ECHEALTH/MN/FTH/APL/01/04/2023</u>
<u>SALARY</u>	:	R881 961 - R992 634 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Chris Hani, Cradock Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Current paid-up registration with SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.
<u>DUTIES</u>	:	To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care

programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in interprofessional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.

ENQUIRIES : Ms GO Van Heerden Tel No: 048 881 2921

POST 14/192 : **DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-CS/CHDO/APL/01/04/2023**

SALARY : R766 584 – R903 006 per annum, (an-all-inclusive package)
CENTRE : Chris Hani, District Office
REQUIREMENTS : National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

DUTIES : Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

ENQUIRIES : Ms Nyoka Tel No: 045 8071110/1101

POST 14/193 : **MEDICAL PHYSICIST GRADE 1 -3 REF NO: ECHEALTH/MDP/LTH/APL/01/04/2023**

SALARY : Grade 1: R692 286 – R 68 333 per annum, (OSD)
 Grade 2: R784 113 - R 70 231 per annum, (OSD)
 Grade 3: R896 535 - R1 009 944 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : BSc Honours Degree in Medical Physics, or An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with the HPCSA as a Medical Physicist (Independent Practice). Current and active registration with the HPCSA as a Medical Physicist Experience: **Grade 1:** Must have completed internship. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate after registration with the HPCSA as a Medical Physicist Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Good communication, interpersonal relationship, research, development and teaching skills. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.

DUTIES : Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology Assisting with departmental administration. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD activities. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including Sound knowledge of radiotherapy dosimetry equipment, treatment planning acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/194 : **ASSISTANT MANAGER NURSING SPECIALTY (ACCIDENT & EMERGENCY)**
REF NO: ECHEALTH/AMN/FTH/APL/01/04/2023

This is a re-advertisement, those who have applied are encouraged to re-apply

SALARY : R642 942 – R723 624 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.

DUTIES : Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2487/2532

POST 14/195 : **ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO:**
ECHEALTH/AMN-PHC/TC /APL/01/04/2023

SALARY : R642 942 – R723 624 per annum, (OSD)
CENTRE : Inxuba Yethemba Sub-district, Thornhill CHC
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post

<u>DUTIES</u>	:	basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms GO Van Heerden Tel No: 048 881 2921
<u>POST 14/196</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/ZDC /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Ngcobo Sub-district, Zwelakhe Dalasile CHC
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No: 047 548 0022/34
<u>POST 14/197</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/LKSD /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Lukhanji Sub-district, Enoch Mgijima CHC
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care (R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional

		Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms Mntweni Tel No: 045 807 8908
<u>POST 14/198</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/NCHC /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Emalahleni Sub-district, Ngonyama CHC
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms NP Mtshabe Tel No: 047 878 4300.
<u>POST 14/199</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/SKB /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Chris Hani, Sakhisizwe Sub-district
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC.

		Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047 877 0931
<u>POST 14/200</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMNS/MZKZ/APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Alfred Nzo, Madzikane ka Zulu
	:	Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
<u>DUTIES</u>	:	Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate indepth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Mr. Sigola Tel No: 039 255 8200/11/12
<u>POST 14/201</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (THEATRE) REF NO: ECHEALTH/AMN/SH/APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Sarah Baartman, Settlers Hospital
	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above

		must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate indepth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms S Diva Tel No: 046 602 5046
<u>POST 14/202</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (ONCOLOGY) REF NO: ECHEALTH/AMN/FTH/APL/01/04/2023</u>
<u>SALARY</u>	:	R642 942 – R723 624 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate indepth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 14/203</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/SH/APL/01/04/2023</u>
<u>SALARY</u>	:	R588 378 – R682 089 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman, Settlers Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above

		must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms S Diva Tel No: 046 602 5046.
<u>POST 14/204</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/ADH/APL/01/04/2023</u>
<u>SALARY</u>	:	R588 378 – R682 089 per annum, (OSD)
<u>CENTRE</u>	:	Amathole, Adelaide Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms. K Marques Tel No: 046 684 0066
<u>POST 14/205</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/MRH/APL/01/04/2023</u>
<u>SALARY</u>	:	R588 378 – R682 089 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo, Mthatha Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and

maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

POST 14/206 : **ASSISTANT MANAGER NURSING (DEVELOPMENT) REF NO: ECHEALTH/AMN/CMH/01/04/2023**

SALARY CENTRE REQUIREMENTS : R588 378– R 682 089 per annum (OSD)
: Buffalo City Metro, Cecilia Makhivane Regional Hospital
: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. A post-basic nursing administration and or education or equivalent will be an added advantage.

DUTIES : Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multidisciplinary team to ensure good nursing care at area/ facility level. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to plan, maintain and control the nursing services budget for the area. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service. Provision of quality nurse training through professional training programs determined by the health facility.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121

POST 14/207 : **ASSISTANT MANAGER NURSING AREA-NIGHT SHIFT REF NO: ECHEALTH/AMN/FTH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS : R588 378 – R682 089 per annum, (OSD)
: Buffalo City Metro, Frere Tertiary Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and

DUTIES

problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

: Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES

: Ms N. Mthitshana Tel No: 043 709 2487/2532

POST 14/208

: **ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (RADIATION THERAPY / NUCLEAR MEDICINE) REF NO: ECHEALTH/ADT/LTH/APL/01/04/2023**

SALARY

: R540 840 – R600 255 per annum, (OSD)

CENTRE

: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy or Nuclear Medicine). Training in any management course or public health. Qualification in any management studies or public health will be an added advantage. Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy or Nuclear Medicine. Experience: A minimum of 5 years' appropriate experience as a Radiographer (Radiation Therapy or Nuclear Medicine) after registration with the HPCSA & Minimum 3 years' experience as a chief radiographer (Radiation Therapy or Nuclear Medicine) / in a supervisor position. Inherent requirement of the job: Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Must be able to plan and organize HR, technical and budgetary matters Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint).. Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem solving skills.

DUTIES

: To manage, coordinate and administer the operations of the Radiation Therapy & Nuclear Medicine services in the Livingstone Tertiary Hospital Facilitate the implementation of strategic plans in keeping with the requirements of the institution, the province and national health department. Ensure the effective, efficient and cost effective management of allocated Resources of the Department Render effective patient centered Nuclear Medicine & radiation therapy service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards a optimisation of services. Facilitate teaching and training of staff and students., supervision and performance evaluation. Facilitate the formulation/ Developing of SOP, strategies, guidelines & protocols in line with service development in consultation with relevant stakeholders Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of

self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Facilitate teaching and training of staff and students. Attend departmental meetings and represent the department at external meetings as required.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/209 : **CHIEF RADIOGRAPHER: RADIATION ONCOLOGY GRADE 1-2 REF NO: ECHEALTH/CRRO/LTH/APL/01/04/2023 (X2 POSTS)**

SALARY : Grade 1: R487 305 - R, 540 840 per annum, (OSD)
Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy). Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy. A minimum of 3 years' appropriate experience as a Radiographer (Radiation Therapy) after registration with the HPCSA. Training in any Management course or public health will be an added advantage. Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Radiation Therapy. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.

DUTIES : To coordinate, supervise & provide comprehensive clinical Radiation Therapy services with delegation & supervision from the assistant director, provide, coordinate and evaluate the effectiveness of Radiation Therapy services for inpatients and external stakeholders. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in the Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance, physical and organizational. Analyse and interpret statistics and make suggestions to the work team to improve radiation therapy services. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Exercise care with all consumables and equipment. Manage & Supervision junior staff and community service radiation therapist and support personnel, including performance appraisals. Implement quality assurance measures in the section and ensure that areas of non-compliance are attended to. Implement and maintain Quality Assurance of all relevant equipment & ensure technical maintenance in accordance to national standard and adhere to National Core Standard and norms at departmental level. Participate in the development of radiation therapy SOP policies, protocols and guidelines. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in public health activities according to the health awareness calendar. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, assets management and provide support to the Assistant Director. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. Applicant should be prepared to undergo Medical Surveillance as an inherent job

		requirement. Supervision of staff and ensure that continuous professional development systems are in place.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 14/210</u>	:	<u>CHIEF RADIOGRAPHER: NUCLEAR MEDICINE GRADE 1-2 REF NO: ECHEALTH/CRNM/LTH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R487 305 - R540 840 per annum, (OSD) Grade 2: R557 184 - R618 396 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Nuclear Medicine). Registration with the HPCSA as a Radiographer (Independent Practice) Nuclear Medicine. A minimum of 3 years' appropriate experience as a Radiographer (Nuclear Medicine) after registration with the HPCSA. Management or public health qualification/ training will be an added advantage. Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.
<u>DUTIES</u>	:	Strategically plan, organize lead & direct provision of clinical & radiographic nuclear services. Render & Supervise the performance of diagnostic & therapeutic nuclear medicine procedures that use high radiation levels in Type B hot laboratory with due regard for radiation protection, Health & Safety of self, patients staff & public. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain Quality Assurance of all relevant equipment & ensure technical maintenance in accordance to national standard and adhere to National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control and assets management. Participate in the management of the cost centre (ordering of radiopharmaceuticals, radioisotopes, and general consumables). Manage radiography, nursing, and support personnel, including performance appraisals. Participate in Developing Nuclear medicine SOP & protocols. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 14/211</u>	:	<u>CHIEF DIETICIAN GRADE 1 -2 REF NO: ECHEALTH/CDIET/STBH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R487 305 - R540 840 per annum, (OSD) Grade 2: R557 184 - R678 396 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo, St Barnabas Hospital Appropriate qualification that allows for registration with HPCSA as a Dietician. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational

health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy. Ability to work in multi-disciplinary environment. Valid driver's license is an added advantage.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Dietetics service in the management of Cerebral Palsy and other conditions. Apply evidenced based knowledge of Dietary management. Apply knowledge of relevant Acts and policies and assist with the development and implementation of dietetic clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, implement labour relations policies, legal report writing, leave management, policy development etc. Support the manager in all transformative changes and additional managerial tasks as needed. Supervise and provide clinical support to junior staff and training program of students. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment, and infrastructure with a repair and maintenance programme and stock control of nutritional supplements and other consumables. Market and promote Dietetic services and contribute towards research.

ENQUIRIES : Ms Ndamase Tel No: 047 555 5300

POST 14/212 : **CHIEF RADIOGRAPHER GRADE 1-2 REF NO:**
ECHEALTH/CR/LTH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer. 3 years' experience as a Radiographer post community service Current registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner. Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current public health service regulations and policies. Clinical skills in terms of consultation, assessment and intervention. Training in managerial courses will be an advantage Management experience, including personnel management, will be an advantage Understanding of procurement processes will be an added advantage.

DUTIES : Render Radiographer Services. Assess, plan interventions and implement treatment plans. Exercise clinical reasoning to ensure optimal intervention. Proper utilisation of allocated financial and physical resources. Supervise allocated students and contribute to related training activities. Promote and market Occupational Therapy Services in the institution. Implement National and Provincial Policies and Strategies. Performance and supervision of all clinical duties pertaining to the provision of Radiographer Services. To administer the operations, management and good governance of Radiographer Services. Human Resource Management. Manage quality assurance of Radiographer Services. Manage and facilitate the continuous training of self and staff. To provide optimal clinical intervention in the Radiographer department and within the multi-disciplinary team. perform Clinical and general administration. Participate in the Implementation of and contribute to the professional and institutional service standards pertaining to the provision of quality Radiographer services. Participate in training and development of self and staff.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/213 : **CHIEF RADIOGRAPHER GRADE 1-2 REF NO:**
ECHEALTH/CR/MRH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo, Mthatha Regional Hospital
: Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer. 3 years' experience as a Radiographer post community service Current registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner. Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current public health service regulations and policies. Clinical skills in terms of consultation, assessment and intervention. Training in managerial courses will be an advantage Management experience, including personnel management, will be an advantage Understanding of procurement processes will be an added advantage.

DUTIES : Render Radiographer Services. Assess, plan interventions and implement treatment plans. Exercise clinical reasoning to ensure optimal intervention. Proper utilisation of allocated financial and physical resources. Supervise allocated students and contribute to related training activities. Promote and market Occupational Therapy Services in the institution. Implement National and Provincial Policies and Strategies. Performance and supervision of all clinical duties pertaining to the provision of Radiographer Services. To administer the operations, management and good governance of Radiographer Services. Human Resource Management. Manage quality assurance of Radiographer Services. Manage and facilitate the continuous training of self and staff. To provide optimal clinical intervention in the Radiographer department and within the multi-disciplinary team. perform Clinical and general administration. Participate in the Implementation of and contribute to the professional and institutional service standards pertaining to the provision of quality Radiographer services. Participate in training and development of self and staff.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

POST 14/214 : **CHIEF RADIOGRAPHER GRADE 1 - 2 REF NO: ECHEALTH/CR/SBH/APL/01/04/2023**

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)
Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo, St Barnabas Hospital
: Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer. 3 years' experience as a Radiographer post community service Current registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner. Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current public health service regulations and policies. Clinical skills in terms of consultation, assessment and intervention. Training in managerial courses will be an advantage Management experience, including personnel management, will be an advantage Understanding of procurement processes will be an added advantage.

DUTIES : Render Radiographer Services. Assess, plan interventions and implement treatment plans. Exercise clinical reasoning to ensure optimal intervention. Proper utilisation of allocated financial and physical resources. Supervise allocated students and contribute to related training activities. Promote and market Occupational Therapy Services in the institution. Implement National and Provincial Policies and Strategies. Performance and supervision of all clinical duties pertaining to the provision of Radiographer Services. To administer the operations, management and good governance of Radiographer Services. Human Resource Management. Manage quality assurance of Radiographer Services. Manage and facilitate the continuous training of self and staff. To provide optimal clinical intervention in the Radiographer department and within the multi-disciplinary team. perform Clinical and general administration. Participate in the Implementation of and contribute to the professional and institutional service standards pertaining to the provision of quality Radiographer services. Participate in training and development of self and staff.

ENQUIRIES Ms. Ndamase Tel No: 047 555 5300

POST 14/215 : **CHIEF PHYSIOTHERAPIST GRADE 1 – 2 REF NO:**
ECHEALTH/CPHYSIO/MTRH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE : OR Tambo, Mthatha Regional Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Physiotherapist. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy and wheelchair seating will be an added advantage. Ability to work in multi-disciplinary environment. Valid driver's license.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Physiotherapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Physiotherapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of physiotherapy clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Physiotherapy services and contribute towards research.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

POST 14/216 : **CHIEF CLINICAL TECHNOLOGIST GRADE 1-2 REF NO:**
ECHEALTH/CCT/NMAH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE : OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS : Senior certificate, an appropriate qualification that allows for registration with HPCSA as Clinical Technologist. A minimum of 3 years of experience in the relevant field and in a hospital environment post community service. Proven two years and above of supervisory experience and an experience in a Cath-lab environment will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, National Core standards etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Valid driver's license. Be willing to work in various clinical departments within the institution.

DUTIES : To coordinate and administer daily clinical technology operations, management and good governance of Clinical Technology services including all resources in the section. Supervise and manage provision of continuous, effective and efficient high quality Clinical technology services, through implementation of appropriate systems, quality assurance programs and internal controls. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Clinical

		Technology services and contribute towards research. Attend and participate in meetings and assist in development and implementation of protocols and policies.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469
<u>POST 14/217</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: ECHEALTH/EGT/FTH/01/04/2023</u>
<u>SALARY</u>	:	R326 031 - R342 789 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	The applicant must have a National Diploma Electrical Light Current (relevant Trade test certificate electromechanical / electronics / electrical as main line study will be an advantage). The applicant must have minimum 3 years post qualification relevant experience (relevant medical equipment experience will be a distinct advantage, proof to be provided in CV - contact references). Medical equipment repair experience is essential. Applicant must be able to perform well under pressure in a hospital / clinical environment. The applicant must be prepared to do a practical computer literacy and technical test during interview. Applicant will be subjected to a practical repair evaluation during the interview. Applicant must be in possession of a valid unrestricted Code 8 driver's license.
<u>DUTIES</u>	:	Execution of operational medical equipment maintenance & repair procedures. Problem solving & analysis, Generic competency within customer focus and communications. Maintaining the equipment maintenance database within department Clinical Engineering, Occupational Health and Safety Act (OHASA) implementation. Mentoring of Students and Artisans. Provide an effective support service to enable an efficient service delivery. Standby duties are compulsory.
<u>ENQUIRIES</u>	:	Ms N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 14/218</u>	:	<u>OPTOMETRIST GRADE 1 – 3 REF NO: ECHEALTH/OPT/LVH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R322 746 – R378 318 per annum, (OSD) Grade 2: R389 754- R445 665 per annum, (OSD) Grade 3: R459 126– R557 184 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Valid Driver's License. Experience Grade 1: None after registration with HPCSA. in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience Grade 2: Minimum of 10 after registration with HPCSA in respect of South African qualified employees who performed Community Service, as required in South African One-year relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to performed Community Service, as required in South Africa. Grade 3: Minimum of 20 years after registration with HPCSA in respect of South African qualified employees who performed Community Service, as required in South Africa A sound knowledge of clinical theory, practice and ethics relating to the delivery of Optometry services. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Sound knowledge of government and HPCSA regulations, policies and legislation. Have knowledge of health education and promotion. Be service oriented and to detail. Have good judgment, critical thinking and decision-making skills. Be patient empathetic and compassionate. Be able to communicate effectively with technical and non-technical personnel at various level in the organization. Highly motivated and enthusiastic to contribute to Eye Health services. Prepared to go an extra mile. Excellent time management, organizational skills, good computer skills, people management skills, self-motivated and goal orientated, analytical and solution oriented, ability to thrive well under pressure.
<u>DUTIES</u>	:	Render comprehensive Optometric Service setting in adherence to scope of practice and health care protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practice. Work closely with multidisciplinary team members. Collaborate with stakeholders in the Eye care service delivery. Relieve as and when the need arises. Perform Clinical Administration duties as

assigned. Perform record keeping, data collection; assist with budget control and asset management. Compile monthly Optometric statistics. Exercise safeguarding of all consumables and equipment. Participate in various programmes in the hospital e.g. IPC, OHS, QA. Implement and maintain Quality Assurance Audits and National Core Standards and Norms at facility level. Adhere to provincial, hospital policies, procedures, guidelines and regulations. Participate in planned health awareness campaigns and outreach to communities. Co-ordinate and ensure the promotion and marketing of Optometry & eye health by Providing health education and counselling. Participate in student training, supervision and performance evaluation. Sign performance contract on annual basis Contribute and participate in continuous professional development activities, training colleagues and the multi-disciplinary team members and stakeholders. Participate in research projects. Communicate effectively within the team.

ENQUIRIES

: Ms L Mabanga Tel No: 041 405 2348

POST 14/219

: **MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 – 3 REF NO: ECHEALTH/MOTP/LVH/APL/01/04/2023**

SALARY

: Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE REQUIREMENTS

: Nelson Mandela Metro, Livingstone Tertiary Hospital
: A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. Must have completed community service year in the field of Medical Orthotics and Prosthetics. A valid driver's license is an inherent requirement: (code B). Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES

: Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Conduct Multi-Disciplinary and Outreach to Primary Health Care (PHC) facilities. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Report on service delivery. Assists in promoting continuous development and training of self and personnel. 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

: Ms L Mabanga Tel No: 041 405 2348

POST 14/220

: **MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 – 3 REF NO: ECHEALTH/MOTP/FTH/APL/01/04/2023**

SALARY

: Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE REQUIREMENTS

: Buffalo City Metro, Frere Tertiary Hospital
: A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. Must have completed community service year in the field of Medical Orthotics and Prosthetics. A valid driver's license is an inherent requirement: (code B). Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES

: Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Conduct Multi-Disciplinary and Outreach to Primary Health Care (PHC)

facilities. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Report on service delivery. Assists in promoting continuous development and training of self and personnel. 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 : Ms N Mthitshana Tel No: 043 709 2487/2532

POST 14/221 : **CLINICAL TECHNOLOGIST (CARDIOLOGY) GRADE 1-3 REF NO: ECHEALTH/MOTP/LVH/APL/01/04/2023**

SALARY : Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
: An appropriate qualification that allows registration with HPCSA as a Clinical Technology in Cardiology. Registration with Health Professions Council of South Africa as a Clinical Technologist in Cardiology for. No experience required. Knowledge of and adherence to relevant legislation. Appropriate clinical experience in Cardiology and good understanding of public hospital operational systems will be an added advantage.

DUTIES : Provision of clinical service in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department (Cardiology) Candidate must be competent in all Cardiology procedures (invasive and non-invasive) Candidate will do on call duty on rotational bases. Supervision and training of Clinical Technologist students in cardiology. Responsible for orientation of new Clinical Technologist in Cardiology Department. Participation in Research activities. Co-ordinate the maintenance and repair of all equipment's in the Cardiology Department. Perform all cardiac invasive and non-invasive procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/222 : **AUDIOLOGIST GRADE 1 – 3 REF NO: ECHEALTH/AUD/LVH/APL/01/04/2023**

SALARY : Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
: BSc. Or appropriate degree in Audiology OR Speech/Language and Audiology. Must have completed community service. Current registration with HPCSA as an Audiologist or a Speech/Language and Audiologist. Problem solving skills, planning and organizing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Report writing.

DUTIES : To provide optimal clinical intervention in the Audiology Department and within the multidisciplinary team. Completion of clinical administration. Implement and contribute to the professional and institutional service standards pertaining to the provision of quality Audiology services. Assist with the management and supervision of lower level staff and students in the Audiology department. Participate in the training and development of self and staff. Effective and efficient patient care. Assess, identify and execute appropriate treatment to patients.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/223 : **DENTAL TECHNICIAN GRADE 1 -3 REF NO: ECHEALTH/DT/NMAH/APL/01/04/2023**

SALARY : Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754- R445 665 per annum, (OSD)
Grade 3: R459 126– R557 184 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	OR Tambo, Nelson Mandela Academic Hospital
	:	Appropriate qualification that allows for the required registration with the South African Dental Technicians Council as a Dental Technician. South African Dental Technicians Council (SADTC). Experience: Grade 1: none post community service and after registration with relevant professional body as a Dental Technician. Grade 2: Minimum of 10 years' relevant experience after registration with statutory body as a Dental Technician with experience in removable prosthesis, chrome cobalt processing, crown and bridge, CAD/CAM experience and maxillofacial prosthesis work will be an added advantage. Should be willing to rotate within areas of work in the allocated hospital/s work areas. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making. Computer literacy. Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector, i.e. Patients Right Charter, Batho Pele Principles, Ministerial priorities, National Core standards etc.
<u>DUTIES</u>	:	Render therapeutic dental technology services (the candidate must be Able to construct quality removable prosthesis, crown and bridge as per specified criteria from clinical departments. Perform administrative duties assigned. Manage equipment and safe guard it. Supervise and instruct undergraduate students. Participate in meetings and assist in development and implementation of protocols and assist in developing and reviewing departmental policies, protocols and procedures. Market and promote dental technology services and contribute towards research. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Provide mentorship and guidance to students.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469
<u>POST 14/224</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: ECHEALTH/AF/EMP/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade A: R318 090 - R360 303 per annum, (OSD) Grade B: R380 694 - R483 084 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Empilweni TB Hospital
	:	An applicant must be in possession of Appropriate Trade Test Certificate (Electrical/Mechanical). Five years post qualification experience required as an Artisan. Valid Driver's License is required.
<u>DUTIES</u>	:	Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.
<u>ENQUIRIES</u>	:	Ms K Sinyahla Tel No: 041 406 7627.
<u>POST 14/225</u>	:	<u>PHYSIOTHERAPIST TECHNICIAN GRADE 1 -2 REF NO: ECHEALTH/PTECH/LVH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade1: R220 137 - R251 706 per annum Grade 2: R259 308 - R314 685 per annum
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy Technician. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures.
<u>DUTIES</u>	:	Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution, under supervision of a qualified physiotherapist. Apply correct protocols to obtain service delivery. Implement quality assurance

programs effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/226 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/CFH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)

CENTRE : Chris Hani, Cofivamba Hospital

REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES : Ms A Mbana Tel No: 047 874 0111

POST 14/227 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/KCHC/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)

CENTRE : Intsika Yethu Sub-district, Kuyasa CHC

REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES : Ms A Mabentsela Tel No: 047 874 0079.

POST 14/228 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/CFH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)
CENTRE : Chris Hani, Hewu Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES : Mr Mabandla Tel No: 040 841 0133

POST 14/229 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/MH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)
CENTRE : Chris Hani, Mjanyana Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES : Ms SS Naku Tel No: 047 874 8000.

POST 14/230 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/CMH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)

<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makhiwane Regional Hospital
<u>REQUIREMENTS</u>	:	An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.
<u>DUTIES</u>	:	Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 14/231</u>	:	<u>DENTAL ASSISTANT GRADE 1-2 REF NO: ECHEALTH/DA/NMPH/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R176 085 - R201 330 per annum, (OSD) Grade 2: R207 414 – R240 702 per annum, (OSD)
<u>CENTRE</u>	:	Amathole District, Nompumelelo Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.
<u>DUTIES</u>	:	Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.
<u>ENQUIRIES</u>	:	Ms Mlotana Tel No: 040 673 3321
<u>POST 14/232</u>	:	<u>ORTHOTICS & PROSTHETICS ASSISTANT GRADE 1-2 REF NO: ECHEALTH/DA/FTH/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R176 085 - R201 330 per annum, (OSD) Grade 2: R207 414 – R240 702 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Matric Certificate or equivalent with Mathematics, Biology, English which is essential for career pathing Basic Knowledge of OHS regulation will be an advantage. Sound Knowledge of equipment, machinery and tools. Ability to do practical work with hands. Written and verbal communication skills. Good interpersonal relationship, good ethical conduct.
<u>DUTIES</u>	:	Assist in the measuring, casting and manufacturing of all below knee Orthotic and Prosthetic devices. Maintenance and repairs to all below Knee orthotics and prosthetic devices. Assist in provisioning of treatment to OFWT Ward patients.

Carry out stock control for the department when needed. Assist in manufacturing of local and outreach clinic OFWT patient's devices. Adherence to Batho pele principles and core standards. Keep a clean environment & Punctuality.
ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2487/2532.

POST 14/233 : **OCCUPATIONAL THERAPY ASSISTANT GRADE 1 REF NO: ECHEALTH/OTA/JPTH/APL/01/04/2023**

SALARY : Grade 1: R176 085 - R201 330 per annum, (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapy Assistant. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good written and verbal communication skills, report writing skills. Ability to function as part of the team, Valid driver's license will be an added advantage.

DUTIES : Work under the guidance and supervision of the Occupational Therapist. Provide quality Occupational Therapy services including the provision and maintenance of assistive devices and equipment. Assist to safeguard and evaluate status of equipment and infrastructure and assist in stock control management. Observe and report problems to the supervisor. Promote communication with patients and the community and other stake holders. Collect, maintain and interpret records and statistics. Report any unusual circumstances.

ENQUIRIES : Ms Klassen Tel No: 041 372 8000.

POST 14/234 : **PHARMACIST ASSISTANT (BASIC) REF NO: ECHEALTH/PHA-B/MPD/APL/01/04/2023**

SALARY : Grade 1: R128 589 – R199 239 per annum, (OSD)
CENTRE : OR Tambo, Mthatha Pharmaceutical Depot

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant qualification (Basic). Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification. Grade 1: No experience required.

DUTIES : Issue orders to the transit out unit. Store and receive stock from transit-in. Maintain Stock levels. Order, receipt, record, maintain and store pharmaceutical and non-pharmaceutical products (up to including Schedule 5 Pharmaceutical products in accordance with prescribed standard operating procedures and relevant legislations. Pack and pre-pack pharmaceutical products (up to and including schedule 5 pharmaceutical products) under the direct supervision of a pharmacist. Maintain good housekeeping (orderliness, hygiene and cleanliness) in the Pharmaceutical environment.

ENQUIRIES : Mr M Diko Tel No: 047 532 5536

OFFICE OF THE PREMIER

APPLICATIONS : Applicants can apply using e-Recruitment system which is available on 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 Applicants: Applications received after closing date will not be considered. no faxed applications will be accepted.

CLOSING DATE : 09 May 2023

NOTE : Instruction Note: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. Failure to submit all the requested documents will result in the

application not being considered. 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. 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 and youth are encouraged to apply. Employment equity targets of the department will be adhered to.

MANAGEMENT ECHELON

POST 14/235 : **DIRECTOR: PERFORMANCE MONITORING AND REPORTING (GOVERNANCE & ADMINISTRATION CLUSTER) REF NO: OTP 01/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive remuneration package

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate with an NQF Level 7 qualification recognised by SAQA or Degree in Social Sciences/Public Administration/Management/Development Studies. An additional qualification in Monitoring and Evaluation/ Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director level in the performance monitoring in the public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. 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, financial management skills.

DUTIES : Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and provide support to government institutions. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. 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 prescriptions in are of responsibility.

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

POST 14/236 : **DIRECTOR: FACILITIES, SECURITY & COMMUNICATIONS REF NO: OTP 02/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive remuneration package).

CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, Undergraduate qualification (NQF level 7) as recognised by SAQA in Safety and Security, Risk / Facilities Management/Build Environment/ Property Management/ Public Administration/Management/Business Management. 5 years relevant experience in the field of Safety, Physical Security, Security vetting, Building / Facilities or Accommodation Management at a Middle or Senior Managerial level. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).

DUTIES : Manage the provision of security and work environment management services. Manage the implementation of security operating measures amongst others but not limited to: Render security services for the department (e.g. access control, key control, etc) and investigations on security breaches. Manage the provision of conducive working environment service in terms of Occupational health and safety act. Manage the provision of facilities management for the department (infrastructure maintenance, refreshment, refectory, cleaning, and transport services). Manage the provision of communication and events management services for the department (internally). Manage and monitor the provision of departmental document management which complies with National and Provincial Archives Act. Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).

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

POST 14/237 : **DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP 03/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive remuneration package)

CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior certificate with an NQF Level 7 Degree / Advance Diploma qualification as recognised by SAQA in Business Studies/Finance/Communication/Development Studies. 5 years' experience in a Deputy Director Level in public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring

and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of intergovernmental cooperation, and working with local government and facilitation of partnerships. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. 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, financial management skills.

DUTIES

: Provide executive management support services: Provide support to the Director General regarding communication with various stakeholders including responding to reports and various correspondence in the Office. Co-ordinate and provide support in respect of Departmental meetings chaired by the Director General. Provide strategic advice and support to Director General on both Departmental and Provincial Administrative matters. Coordinate the submission of reports to the Office of the DG, proof read these and respond on behalf of the DG. Co-ordinate management and monitoring structures both at Departmental and Provincial levels: Co-ordinate management reports on the implementation of the Provincial Administration programmes. Co-ordinate management reports on the implementation of the OTP Programmes including progress reports on the implementation of the OTP's Departmental annual targets. Monitor and facilitate timely submission of statutory planning and reporting documents. Facilitate effective operation of the Departmental and Provincial Management structures co-ordinated by the Director – General. Facilitate stakeholder partnerships and inter-sphere cooperation: Support the Director General regarding partnerships with other spheres of government and stakeholders. Provide liaison services for improved coordination of provincial priority programmes and projects. Ensure secretariat support to the DG with regards to different partnership engagements. Tracking of implementation of resolutions taken in stakeholder engagements. Facilitate quality responses to requests for information from oversight bodies and relevant stakeholders including management of reporting to the same: Co-ordinate responses to requests for information from the Portfolio Committee including Parliamentary Questions from both the Provincial Legislature and National Parliament. Co-ordinate responses to requests for information the Presidency and other National Departments. Facilitate responses to clients /stakeholders corresponding with both the Director General and the Premier on administrative matters. Oversee the management of the Department's Audit Committee related operations. Oversee the management of the Office of the Director General and facilitate the implementation of systems for efficient and effective management: Ensure development and implementation of effective and efficient administrative systems. Ensure development and implementation of generic and customised management systems for the management of all resources in the Component. Support the Secretariat in all management and monitoring structures of the Department. Facilitate the implementation of effective monitoring systems for the implementation of resolutions and decisions taken in all the Director General's meetings at all levels in pursuit of the achievement of government's strategic priorities. Co-ordinate and provide support to the Director-General and Programme/ Sub-Programme Managers on the rendering of governance functions within the Office of the Premier. Ensure that systems perform at an optimal level and meet service delivery obligations while maintaining or decreasing costs. Manage area of responsibility. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility.

ENQUIRIES

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

OTHER POSTS

POST 14/238 : **SENIOR STATE LAW ADVISOR: LITIGATION (MEDICO-LEGAL) REF NO: OTP 04/04/2023 (X2 POSTS)**
(Fixed term contract of 5 years)

SALARY : R1 027 698 – R1 606 404 per annum, (LP 9 – OSD – all-inclusive remuneration package)

CENTRE REQUIREMENTS : Head Office: Bhishe
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years' appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Drivers Licence is required.

DUTIES : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Manage relevant Litigation (medico-legal) staff. Implement the medico-legal strategy and facilitate adherence to it. Attend quarterly provincial legal advisors' forums. Engage with the State Attorney's offices and other stakeholders with regard to the management of medico-legal cases in the Province. Research source and author legal articles. Render support to Principal State Law Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Principal State Law Advisor. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Litigation Unit (medico-legal). Assist in the review of the Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Unit's information as required by internal and external stakeholders. Assist with the co-ordination, effective and efficient running and management of the Litigation Unit (medico-legal). Develop and implement service delivery improvement programmes Assist with the development and implementation of the Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for relevant staff in the Litigation Unit within set timeframes.

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

POST 14/239 : **STATE LAW ADVISOR: LITIGATION (MEDICO-LEGAL) REF NO: OTP 05/04/2023 (X3 POSTS)**
(Fixed term contract of 5 years)

SALARY : R797 901 – R859 560 per annum, (LP 9 – OSD – all-inclusive remuneration package)

CENTRE REQUIREMENTS : Head Office: Bhishe
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 5 years' appropriate post qualification litigation and advisory

experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Drivers Licence is required.

DUTIES : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Implement the medico-legal strategy and facilitate adherence to it. Engage with the State Attorney's offices and other stakeholders with regard to the management of medico-legal cases in the Province. Research source and author legal articles. Render support to Principal State Law Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Senior State Law Advisor. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Attend quarterly provincial legal advisors' forums. Manage area of responsibility: Assist with the co-ordination, effective and efficient running and management of the Litigation Unit (medico-legal). Assist in the review of the Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Unit's information as required by internal and external stakeholders. Develop and implement service delivery improvement programmes. Assist with the development and implementation of the Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for relevant staff in the Litigation Unit within set timeframes.

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

POST 14/240 : **BRANCH COORDINATOR: DEPUTY DIRECTOR GENERAL: PROVINCIAL PLANNING, PERFORMANCE MONITORING AND EVALUATION REF NO: OTP 06/04/2023**

SALARY CENTRE REQUIREMENTS : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
: Head Office: Bhisho
: A National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Finance / Human Resources / Project Management / Business Studies / Public Administration or Management. Minimum three (3) years' experience at Assistant Director Level in a relevant field. Ability to communicate with people at different levels and from different backgrounds with tact and discretion. Good Report writing skills and telephone etiquette. Computer Literacy. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Self-Management, motivation and knowledge of financial administration. A valid code EB driver's licence.

DUTIES : Perform administrative activities and co-ordinate the DDG's programme according to operational needs, policies and procedures: Scrutinize documents to determine actions/information/documents required; Collect and compile information about issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made. Prepare briefing notes as well as other documentation, including presentations to

be made by the DDG in various platforms.; Compile the agenda of meetings chaired by the DDG and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate, follow-up and compile reports of a transversal nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components, to oversighting bodies, etc.); Analyse Sub-Programme performance and statutory reports for the necessary feedback; Co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS members in the Branch. Liaise with relevant stakeholders to ensure integration of programmes, Coordinate parliamentary enquiries. Provide general support services in the office of the DDG: Set up and maintain effective administration and governance systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; Oversee the management of DDG's engagements Coordinate and support Working Group/s convened by the DDG. Coordinate the Branch planning and reporting. Provide financial and other support activities to the DDG to ensure adherence to protocols, policies and procedures: Determine and collate information about the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the DDG about possible over- and under spending, Identify the need to move funds between items compile submissions for this purpose, Oversee responses drafted by the staff in the Branch Office on enquiries received from internal and external stakeholders; Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Draft responses for submission to internal and external stakeholders. Manage the allocated resources of the Sub-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 own area of responsibility.

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

POST 14/241 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: OTP 07/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Forensic Investigations /Law/Accounting/Financial Management and Auditing with a minimum of three (3) years' experience at an Assistant Director level in investigative environment; Certified Fraud Examiner; Appropriate training in Forensic Accounting/Fraud Examination and Affiliation to the Association of Certified Fraud Examiners; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge of the Treasury Regulations and related prescripts; Knowledge of relevant prescripts such as Criminal law, Criminal procedure Act and law of evidence, etc; Legality and utilisation of investigative techniques and equipment; Understanding of Tender Procurement processes; Departmental business processes; Leadership & supervisory skills; Computer literacy and Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy skills; Problem-solving and conflict management skills; Decision-making skills; Analytical thinking; Motivational and negotiation skills; Good interviewing skills; Solution orientated and ability to design ideas

		without direction; Ability to work under stressful situations; A valid Code 8 driver's license is required.
<u>DUTIES</u>	:	To manage, investigate and report on allegations of fraud and corruption in the Province, and to contribute to the prevention of fraud and corruption in the Province; Manage and Investigate allegations/cases of Fraud, corruption and; or financial misconduct; Evaluation of the allegations/cases and recommend investigation strategy/approach to the Director; PIM (preliminary investigation); Prepare Investigation Plan(s) for approval by the Director: PIM; Compile draft and final investigation reports for submission to the Director PIM for review & issuing to applicable levels of management; Gather comprehensive and complete evidence regarding alleged serious mismanagement of resources or unprofessional conduct; Make recommendations regarding courses of action to be considered; Referral of the alleged serious mismanagement of resources, unprofessional conduct, fraud and corruption to appropriate internal and or external authorities; Conduct, participate, and contribute to fraud awareness and ethics promotion programmes in the Province.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/242</u>	:	<u>DEPUTY DIRECTOR: BRANDING REF NO: OTP 08/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
	:	Head Office: Bhisho
	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Marketing/ Public Relations/Communications. Minimum of three (3) years' experience at an Assistant Director level in related fields. Skills: Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organising; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.
<u>DUTIES</u>	:	Implement the provincial branding strategy: Manage the development and implementation of the provincial branding strategy; Implement the branding strategy and policy to appeal to various targets. Implement publicity and awareness campaigns to profile the Eastern Cape provincial government as a brand.; Implement branding strategy to position EC Province as a preferred destination for trade, investment, and tourism. Implement creative branding campaign to strengthen brand eastern cape national and internationally. Implement the branding protocols and the supply branding materials to all provincial and special programs: Develop and implement the branding protocols; Develop and manage implementation of branding and exhibition plans for departmental, provincial events and national events executed in the province, including co-branding guidelines. Identify structures, platforms, and partnerships to effectively communicate the programmes of government: Identify branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Profile the work of government, through presenting a credible and professional image of the provincial government at exhibitions. Implement measures to evaluate the marketing and branding strategy impact to the brand equity. Support provincial departments and municipalities in communicating the vision and policies of government to the public: Guide Departments on the Marketing and Branding of the Provincial Government and Brand EC. Monitor application of the corporate identity of Provincial Government. Stay abreast of changes in the environment and implement adjusted branding strategy. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate

		governance and planning imperatives: Lead and manage the staff and operations of the Branding sub directorate, reporting to the Director: Public Relations, Marketing and Branding.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/243</u>	:	<u>DEPUTY DIRECTOR: ICT CLOUD, SECURITY, & INFRASTRUCTURE (DEPARTMENTAL ICT) REF NO: OTP 09/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
	:	Head Office: Bhisho
	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in IT-related field with three (3) years' experience as an Assistant Director in Information Technology directly involve managing IT systems engineers who deploy and maintaining virtual infrastructure (servers, storage, networks) on the Microsoft Azure platform. A valid driver's license. Industry certifications required: Microsoft Azure Solutions Architect Expert and/or Microsoft Cybersecurity Architect Expert certification(s). Key competencies: Applying technology, Communication and Information Management, Continuous improvement. Skills: Analytical/Critical thinking; Complex Problem solving; Advanced comprehension, application, and synthesis of computer-based systems. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.
<u>DUTIES</u>	:	Implement and Maintain ICT Cloud and Infrastructure Operations: Maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure high availability of computer systems in the department. Manage the operation of outsourced IT cloud, security, and infrastructure services. Monitor the IT infrastructure maintain sufficient historical data to enable the reconstruction, review and examination of the time sequences of operations. Use and Maintain specialised hardware and software monitor and control the environment. Manage ICT facilities, including power and communications equipment, OEM specifications, and health and safety guidelines. Implement and Maintain ICT Cloud and Infrastructure Security: Protect against malware. Manage network and connectivity security. Manage endpoint security. Manage user identity and logical access. Use intrusion detection tools to actively monitor the infrastructure for security-related events in real-time. Implement and Maintain ICT Cloud and Infrastructure Continuity: Develop and maintain an ICT Continuity policy, plan, and procedures. Test the continuity arrangements over consistent interval to exercise the recovery plans against predetermined outcomes. Manage changes to the plan in accordance with the change control process. Maintain availability of business-critical information. Assess and improve the adequacy of the ICT Continuity policy, plan, and procedures. Implement and Maintain ICT Cloud and Infrastructure Changes: Establish and maintain a formal, approved <i>integrated change request system</i> for ICT-related business processes, infrastructure, systems or applications. Ensure that all such changes arise only through the change request management process and integrate into the organizational and service providers change management processes and assess the impact on contractual terms and SLAs. Establish and maintain an emergency change request system for ICT-related incidents. Implement and maintain a tracking and reporting change status system. Implement and Maintain ICT Cloud and Infrastructure Configurations: Establish and maintain a configuration model. Establish and maintain a configuration repository and baseline. Maintain and control configuration items. Produce status and configuration reports. Verify and review integrity of the configuration repository. Implement and Maintain ICT Cloud and Infrastructure Assets: Establish, maintain, and improve an automated system for managing all departmental ICT assets (hardware and software). Manage mission-critical ICT assets and life cycle of ICT assets. Optimize ICT asset value. Manage ICT software licenses & subscriptions.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/244 : **DEPUTY DIRECTOR: PUBLIC RELATIONS AND EVENTS REF NO: OTP 10/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Events Management, Public Relations, Corporate Communications, Marketing Management. Minimum of three (3) years' experience as Assistant Director in the field of events management. Skills: Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organising; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours. A valid driver's licence is required.

DUTIES : Events Management: Develop best practice strategies and plans for Departmental and Provincial Government events; Develop procurement plans for the logistical needs for events; Plan, develop and ensure the maintenance of an Events Calendar for the Department, Provide strategic events advisory support to the Department including conceptualisation of events to improve brand interface with stakeholders; Engage with internal and external stakeholders to determine the needs for the events; Manage guidelines and logistical arrangements for the events (venue, equipment, etc.); Manage a database of events venues in the Eastern Cape; Liaise with relevant programmes to coordinate agreements with suppliers, contractors and clients with regard to events; Monitor and evaluate the outcomes of events; Liaise with relevant programmes to monitor expenditure for the events and draft expenditure report. Public Relations Management: Develop and implement a public relations strategy. Lead content sourcing process from OTP divisions and provincial departments. Study media monitoring reports to identify opportunities and inform content development for own platforms. Build and regularly maintain positive relationships with internal and external stakeholders to sustain good public relations image of the Department and government. Assist in planning, implementing and co-ordinating communication projects and other related events including content development and preparation. Assist with drafting and implementing communication plans for various communication projects.

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

POST 14/245 : **DEPUTY DIRECTOR: MEDIA RELATIONS REF NO: OTP 11/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Communication/Journalism/Public Relations/Corporate Communications / Strategic Communication. Minimum of three (3) years' experience as Assistant Director in related field. Skills: Budgeting and Financial Management; Communication and Information Management; Planning and Prioritising. Client Focus and Responsiveness. Problem solving and decision making. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent communication and administrative skills. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: In-depth knowledge of Information management; Media management and GCIS guidelines on communication management. Understanding of government relations. Corporate Communication and Stakeholder engagement. An understanding of media strategies, coupled with media planning, engagement, and deliverables thereof. Ability to develop impactful media engagement plans with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.

DUTIES : Support the development and implementation of media management policies, protocols, guidelines, engagements and publications: Assist in the development and implementation of strategies policies and protocols for media communication; lead the development of media plans to support all government major events; Support arrangements for media briefings and assist in facilitating information sessions and media interviews. Manage the production of provincial publication. Compile and provide media packages according to government requirements to attain the objectives with media relations: Develop media statements, invitations, Prepare and distribute media packages including statements, audio-clips, photographs, calendar of events and any additional information. Monitor and analyse media exposure to identify and facilitate response to risks: Support the development of a media monitoring and rapid response system. Identify relevant issues in the media that require OTP/Provincial management attention and/or response and propose response strategies (daily rapid response). Support the development and execution of media production policies and programmes: Deliver media production services; Ensure provision of technical and professional audio, video, graphic design and photographic support services in support of the provincial government communication goals and events. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

POST 14/246 : **DEPUTY DIRECTOR: COMMUNICATION STRATEGY REF NO: OTP 12/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Communication Science / Social/ Human Science / Strategic Communications/ Corporate Communication / Journalism or Public Relations. A post graduate degree in communication research will be an added advantage. A valid driver's license is required. Minimum of three (3) years' experience as Assistant Director in related field. Skills: Budgeting and Financial Management; Communication and Information Management; Planning and Prioritising. Client Focus and Responsiveness. Problem solving and decision making. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent communication and administrative skills. Project Management. Coordination skills, Communication Research skills in particular public perceptions survey. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages).

DUTIES : Ensure the coordination, formulation and execution of the Provincial Communication Strategy in line with the national and provincial priorities: Assist in the annual review of the approved Provincial Communications Strategy In line with the communications cycle, assist in the drafting of monthly / quarterly reports on the execution of the Provincial Communications Strategy; assist in the coordination of the provincial communications priority areas, design and implement their Communications Plans. Ensure the management of intra and inter-governmental coordination of the Provincial Government Communication System to ensure integration, coherence, and standard performance of communication across the spheres of government: Assist in the provision of secretariat in all provincial government communications coordinating fora; assist in the facilitation of the sitting of the PG- Heads of Communication Forum and Intergovernmental Communication Forum strategizing sessions and produce reports. Ensure the management of communication research to explore new communication needs and understand the communication landscape: Assist in forming partnerships with relevant stakeholders to obtain communication research and knowledge insights; collaborate with GCIS Research and Knowledge management unit to produce and customise public opinion surveys to ensure evidence-based communications interventions and assist in the development of key messages emanating from the public perceptions surveys. Ensure the management of allocated resources of the

sub-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 senior 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 and ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES

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

POST 14/247

: **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: OTP 13/04/2023**

SALARY
CENTRE
REQUIREMENTS

: R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
: Head Office: Bhisho
: National Senior Certificate and recognised undergraduate qualification / Bachelor's degree in Auditing / BCom Accounting / B-Tech Internal Auditing or equivalent to NQF level 7. Candidates with a Post Graduate qualification in Auditing or Certified Internal Auditor (CIA), and PIA may have an added advantage. Minimum of 3 years' experience as an Assistant Director in audit environment. Practical experience in an audit environment is required with experience in the management of resources of an audit department. Knowledge of PFMA, Treasury regulations, the International Standards for Professional Practice of Internal Auditing, internal auditors' (IIA) Code of Ethics and Auditing Practices. Good knowledge of the public sector mandates and strategies. Further skills and competency requirements include presentation skills, motivational skills, strategic thinking, problem solving and decision making, creative thinking, planning and organising skills, budgeting and financial management, computer skills, written and verbal communication skills, presentation skills, continuous improvement, developing others, team leadership, technical proficiency. The incumbent must be service delivery orientated and hold the following values in high regard: Lead the internal audit unit, accountability, service excellence, customer focused, collaborative, passionate, and developmental, maintain integrity, be objective, dedicated and committed. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license and willingness to travel.

DUTIES

: Manage the Internal Audit Unit in a capacity of a Deputy Director. Draft the annual Internal Audit Plan and a three-year rolling internal audit plan; Draft the operational plan for the internal audit directorate; Monitor the implementation of the internal audit plan; assist in providing reasonable assurance to the Audit Committee and Management. Plan and monitor performance of audit procedures to confirm effectiveness of controls over quarterly and annual performance reporting; conduct internal compliance audits, performance audits and evaluate if the department is being effectively managed and resources are not misused; Plan and perform audits in accordance with International Standards for Professional Practice of Internal Auditing. Evaluate adequacy of and progress against external and internal audit action plans; Provide effective and efficient secretariat services are to the Audit Committee; Monitor the implementation of Audit Committee recommendations; Provide inputs to the combined assurance audit strategy and related reports relating to internal audit assurance; Communicate audit findings by preparing and/or reviewing a draft report and discuss findings with the department; assist in drafting regular reports to the Audit Committee; Auditor-General and other relevant parties. Motivate team members and create a culture of high performance; manage employee related matters within the team; Participate as an active member of the management team to facilitate teamwork in achieving overall objectives of the Municipality. Encourage staff members to undergo training programme competency designations (i.e. IAT and PIA).

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

POST 14/248 : **ASSISTANT DIRECTOR: MARKETING (DIGITAL CONTENT MANAGER) REF NO: OTP 14/04/2023**

SALARY : R393 711 - R463 764 per annum
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Marketing / Digital or Online Marketing/ Public Relations / Communications / Journalism/Branding / Advertising. Facebook and Google Partnership badge will be an added advantage. Minimum of three (3) years' experience at SL 7/8 in digital/social media content management or related field. Skills: Knowledge of Marketing Strategies especially online marketing, Effective Communication Skills; Information Management; Project Management; Content Research and Planning; Government systems; In depth knowledge of writing and editing, Creativity & Innovation, and Professionalism; Ability to develop the right voice / tone for each social media platform, Understanding of graphic design principles. Knowledge and experience in using content management systems to update websites. Ability to travel across the province and work long hours. A valid driver's licence is required.

DUTIES : Develop and implement digital marketing (social media and website) and communication strategies and proactively build and manage positive reputation by creating awareness, influencing online sentiments towards the Eastern Cape Government and the Office of the Premier; Liaise with various stakeholders to collect and develop content and messaging that ensures continuity and unified communication on various communication and marketing platforms; Increase Provincial Government and Office of the Premier brand awareness through the effective use of social media outlets collaborating with the marketing team and key internal and external content creators; Develop, and oversee implementation of the digital campaigns from creative ideation to execution; Create content calendar that ensures synergy between the website as the hub of information and social media platforms (Facebook, Twitter, LinkedIn, Instagram, YouTube, and any other relevant platforms for the content created). Contribute to the development and improvement of the Eastern Cape Government and Office of the Premier website (search facility, search engine optimization, information architecture, page design and layout, and content development); Contribute to the development, improvement, and maintenance of the Eastern Cape Government and Office of the Premier website content, working with developers to ensure seamless user interface. Update the website using a content management system; Ensure an effective search engine optimization to increase online visibility of the Eastern Cape Government and Office of the Premier.

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

POST 14/249 : **ASSISTANT DIRECTOR: BRANDING REF NO: OTP 15/04/2023**

SALARY : R393 711 - R463 764 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in Marketing / Public Relations / Communications / Journalism /Branding / Advertising. Minimum of 3 years' functional experience at SL 7/8. Skills: Knowledge of Branding Strategies and Marketing; Government Communication systems; Familiarity with latest marketing trends and best practices; Ability to conduct research and analyze data; Organizational skills, experience meeting tight deadlines; Excellent communication and teamwork skills; Results-driven attitude; A creative and innovative mindset. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and

		Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.
<u>DUTIES</u>	:	Assist the coordination and implementation of the brand-building strategies on behalf of the provincial government. Assist with the implementation on the branding protocols and the supply branding materials to all provincial and special programs. Produce provincial branding material in line with branding manual as well as Branding Protocols in the Province and ensure maintenance thereof; Execute branding plans (including co-branding) during Premier's programs; Provincial government programs, including institutionalized days and ad hoc marketing activities; Assist in monitoring application of Provincial Corporate Identity. Develop, present, and execute create ideas for branding activities (programme launch and profiling/promotion). Assist to develop and optimise branding and marketing campaigns. Assist with the execute plans and report on branding campaign results. Assist in identifying opportunities to use in marketing and branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Assist with the preparation for all interactions and consultations with key role players to drive the marketing and branding of the Eastern Cape Province.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/250</u>	:	<u>ASSISTANT DIRECTOR: MEDIA RELATIONS REF NO: OTP 16/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 - R463 764 per annum. (Level 09) Head Office: Bhisho National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Communication/Journalism/Public Relations/Corporate Communications / Strategic Communication or Equivalent. Minimum of three (3) years' experience as a Communication Officer (Salary level 7/8) in related field. Skills: Communication and Information Management; Planning and Prioritising. Client Focus and Responsiveness. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent administrative skills. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: In-depth knowledge of Information management; Media management and GCIS guidelines on communication management. Understanding of government relations. Corporate Communication and Stakeholder engagement. An understanding of media strategies, coupled with media planning, engagement, and deliverables thereof. Ability to develop impactful media engagement plans with costing and timelines. Ability to travel across the province and work long hours. A valid driver's license is required.
<u>DUTIES</u>	:	Compile and provide media packages according to government requirements to attain the objectives with media relations: Assist in drafting of media statements, invitations and advertisements (radio, television and print). Coordinate regular media briefings. Assist in preparing media packages that entail statements, publications, and a calendar of events; Build government media relations. Deliver media products. Monitor and analyse media exposure to identify and facilitate response to risks: Ensure reviewal newspapers reports to determine if the government has been covered daily. Prepare and submit monthly media monitoring and analysis report timeously and accurately. Provide recommendations to mitigate reputational risks and highlight opportunities reported; Give rapid feedback to departments and assist with planned actions. Provide support with the development and implementation of media management policies, protocols, guidelines, engagements and publications: Assist in the development and implementation of policies and protocols for media communication; Draft and develop the media plans to support all government major events; Facilitate the development of an action plan that should describe pre-event, during event and post event; Participate in editing of content for provincial publications.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

<u>POST 14/251</u>	:	<u>GRAPHIC DESIGNER REF NO: OTP 17/04/2023</u>
<u>SALARY</u>	:	R393 711 - R463 764 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Graphic Design/ Visual Communications/ Visual Art/ Illustration/3D Design or equivalent. Minimum of three (3) years' experience at SL 7/8 in graphic design field. Skills and Knowledge: Adequate knowledge in photography an advantage. Understanding of Corporate identity and branding elements. Knowledge of In-design software or equivalent. Good verbal and written communication. Computer literate with minimum knowledge of web design. Candidates selected for interviews will be expected to submit a portfolio of work done in the past two years. Ability to work under pressure and meet tight deadlines. A valid Driver's license is required.
<u>DUTIES</u>	:	Provide graphic design services for the Office of The Premier and the Eastern Cape Provincial Government. Design publications, promotional material, electronic stationery and other products for OTP and Provincial Communications owned multimedia platforms. Generate information-driven content using key messages and Provincial Government program of action. Photographic & image style development. Ensure compliance to corporate identity and provincial/departmental branding.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/252</u>	:	<u>AUDIO-VISUAL SPECIALIST REF NO: OTP 18/04/2023</u>
<u>SALARY</u>	:	R393 711 - R463 764 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognized by SAQA) in Audio-Visual Communication/ Broadcasting and Production/Film and Television Studies or equivalent. Minimum of three (3) years' experience at SL 7/8 in Audio-Visual field (camera, audio and visual editing and final mix). Skills and Knowledge: Knowledge and understanding of video camera work and principles. Adequate knowledge of television broadcasting and production. Knowledge of livestreaming an advantage. Adequate knowledge in video editing. Knowledge in graphic animation an advantage. Good verbal and written communication. Computer literate. Portfolio of work done in the past two years (from camera work to final editing). Ability to work under pressure and meet tight deadlines. Ability to travel across the province and work long hours. A valid Driver's license is required.
<u>DUTIES</u>	:	Provide Audio-visual (camera and video editing) services for the Office of The Premier and the Eastern Cape Provincial Government. Produce Audio Visual content to be distributed on social media and other media platforms. Provide counsel for the broadcasting and production of high-level Provincial Government programmes such as State of the Province Address and Policy Speeches. Provide livestreaming and teleprompter services for Provincial Government. Provide PA System services. Manage Audio Visual contractors at the Office of the Premier. Participate as a member of the National Audio-Visual Forum.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/253</u>	:	<u>ASSISTANT DIRECTOR: ICT USER SUPPORT TRAINER (DEPARTMENTAL ICT) REF NO: OTP 19/04/2023</u>
<u>SALARY</u>	:	R393 711 - R463 764 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in IT-related field with at least 3 years' professional experience at SL 7/8 in ICT industry with a focus on ICT learning support / delivery. A valid driver's license. Industry certifications required: Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Office Specialist: Expert

(Office 2019) certification(s). Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES

: Research, plan and develop digital literacy training (DLT) framework: Research DLT course content information. Assess learner's current skill level and compare results with course prerequisites to establish a baseline. Assess organizational needs for learning outcomes. Analyze results of needs assessment of the learner in relation to learning objectives. Modify learning materials to meet specific needs of organization, learner, situation, or delivery tools without compromising original course design. Methods and media for instructional delivery: Use delivery methods including media/tools as intended for the course and adapt them to meet learning objectives and a variety of learning styles. Organize and introduce content in a variety of ways (for example, compare, steps in a process, advantages, and disadvantages). Identify and implement learning activities that are relevant to the course objectives and monitor learner comfort level during participatory activities. Stimulate interest and enhance learner understanding through appropriate examples, demonstrations, media clips, slides, anecdotes, stories, analogies, and humor. Use activities that allow learners to contribute to the discussion and review and apply content at appropriate intervals. Instructor credibility and communications: Demonstrate confidence with and mastery of subject matter and provide timely feedback to relevant learner inquiries on topics for which the instructor has limited expertise. Obtain input from the learners about their personal objectives and expectations and reconcile any discrepancies between learning objectives and learner expectations. Provide and elicit from learner's practical examples of how knowledge and skills will transfer to their workplaces. Explain and clarify content points through inflection, emphasis, and pauses. Ensure verbal and non-verbal communication is free of bias (for example, sexual, racial, religious, cultural, and age) and employ purposeful pointers, body language and/or vocal intonation to enhance learning and call attention to critical points. Use course overviews, advanced organizers, and session summaries at appropriate times to orientate learners and link key learning points. Facilitate group interactions: Create opportunities for learners to work with and learn from each other to attain the learning objectives while building individual learner confidence. Use a variety of types and levels of questions to challenge learners, involve them, monitor their progress, recall to application of content, and encourage learners to ask and answer questions themselves. Provide feedback that is specific to learners' needs and elicit learners' feedback on the adequacy of trainer responses. Encourage and match learner achievement to learner and organizational needs and goals. Evaluate the training events: Monitor learner progress, administer appropriate assessments, assess learner knowledge, evaluate learning objectives, and reinforce learning objectives. Monitor learner progress during training, develop, select, and administer appropriate assessments that follow recognized and accepted measurement principles. Gather objective and subjective information that demonstrates learner knowledge acquisition and skill transfer. Compare learner achievements with learning objectives and evaluate the effectiveness of the training to meet the learning objectives. Suggest additional training or resources to reinforce learning objectives and evaluate the success of the course design, including modifications made during delivery. Prepare a report documenting end-of-course information and submit reports to customers and/ Departmental units in accordance with requests. Administrate ICT training requirements: Annually review the Departmental ICT (DICT) staff skills gap analysis. Conduct and facilitate the ICT training procurement process where necessary. Control daily attendance registers and submit these to the relevant manager with relevant feedback. Keep a list of Frequently Asked Questions (FAQ's) to feedback to main project. Identify and register requests or suggestions regarding training and give feedback through the relevant manager.

ENQUIRIES

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

POST 14/254 : **ASSISTANT DIRECTOR: ICT INFORMATION ARCHITECT (DEPARTMENTAL ICT) REF NO: OTP 20/04/2023**

SALARY : R393 711 - R463 764 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in Information Systems-related field, with at least three (3) years professional experience at SL 7/8 in ICT industry with a focus on NET programming. Industry certifications required: Microsoft Certified: Power Platform Functional Consultant Associate and/or Power Platform Solution Architect Expert certifications. Key competencies: Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Plan, Configure, and Manage Data Lake (within the Microsoft Dataverse): Plan & Manage data model/architecture. Configure Data Lake (MS Data verse); and Configure security settings. Create Microsoft Power Apps: Create & Manage model-driven apps; Manage use cases for canvas apps; and Build & Manage Power Pages. Create and Manage Process Automation: Create & Manage cloud flows; Create & Manage business process flows; and Create & Manage classic workflows. Manage and Visualise Data using Data Flows & PowerBI: Build & Manage Power BI in Power Platform; and Create & Use dataflows. Manage Application Lifecycle, Interoperability, and Microsoft Power Virtual Agents: Define and manage use cases for App Checker and Solution Checker; and identify and manage unmanaged solutions. Add apps to Microsoft Teams; Create Teams Channels; and User Power Automate Gateway where necessary. Define and Manage use cases for Power Virtual Agents and Define & Manage components of Power Virtual Agents.

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

POST 14/255 : **ASSISTANT DIRECTOR: OPERATING SYSTEM SECURITY (OSS-DEPARTMENTAL ICT) REF NO: OTP 21/04/2023**

SALARY : R393 711 - R463 764 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in IT-related field, with at least 3 years professional experience at SL 7/8 in ICT industry with a focus on ICT industry maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). A valid driver's license. Industry certifications required: Microsoft 365 Certified: Security Administrator Associate and/or Identity and Access Administrator Associate and/or Information Protection Administrator Associate and/or Azure Security Engineer Associate and/or Security Operations Analyst Associate. certification(s). Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Manage security and compliance operations: Implement & Maintain platform protection. Secure data and application. Manage security operations. Review and assess the security landscape. Identity and access management: Manage identity and access. Synchronize Azure AD and Active Directory Domain Services. Review and implement roles in Azure AD. Deploy Azure AD privileged identity management. Information protection: Know, protect and prevent loss of OTP data. Implement & Maintain Information Protection in Microsoft 365. Implement Data Loss Prevention. Implement & Maintain Data Lifecycle and Records Management. Threat mitigation: Implement and manage threat protection. Plan and implement Microsoft Defender for Endpoint. Plan and implement Microsoft Sentinel. Simulate and hunt threats. Administer on-premises systems: Deploy and

		manage virtual applications. Plan and implement software updates to on-premises infrastructure. Administer the System Centre management fabric. Upgrade all on-premises systems with latest versions. Provide regular capacity reports.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/256</u>	:	<u>ASSISTANT DIRECTOR: RISK AND SCM PERFORMANCE REF NO: OTP 22/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 - R463 764 per annum (Level 09)
	:	Head Office: Bhisho
	:	National Senior Certificate, An NQF level 7 B.Degree/Advanced Diploma as recognised by SAQA in Supply Chain Management/ Logistic Management/ Public Administration/Public Management / Commerce/ Business Management / Accounting/ Auditing with at least three (3) years experience at SL 7/8 in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge and skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of office procedure and Bid Administration Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.
<u>DUTIES</u>	:	Render support in ensuring optimum compliance within SCM unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligations. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. Render support in ensuring compliance assessment report writing. Ensure accuracy of information on the compliance Assessment Report. Submit a detailed report to the Deputy Director for review. Facilitate implementation of risk management interventions of SCM unit: Identify and evaluate risks within SCM unit. Assist with audit coordination for SCMU during Internal audits and external audits (AG). records all SCMU related complaints on the complaints register. Investigate complaints and report to complainant. Assist with the monitoring and evaluation of bid processes with the department.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/257</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: OTP 23/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 - R463 764 per annum (Level 09)
	:	Head Office: Bhisho
	:	National Senior Certificate, an NQF level 7 B.Degree/Advanced Diploma as recognised by SAQA in Supply Chain Management/ Logistic Management/ Public Administration/Public Management / Commerce/ Business Management / Accounting with at least three (3) years' experience at SL 7/8 in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge and Skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of office procedure and Bid Administration Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.
<u>DUTIES</u>	:	Manage the compilation and consolidation of demand and procurement planning of goods and services for the department. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plan. Ensure needs, market and

expenditure analysis are conducted. Ensure development and implementation of Sourcing Strategies. Compilation of tender / quotation specifications: determine whether a specification for the relevant commodity exists; if not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Provide advisory support to end-users when drafting specifications / terms of reference. Execution of bidding process. Provide secretariat services to bid specification committee. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

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

POST 14/258 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG – PLANNING, PERFORMANCE MONITORING & EVALUATION REF NO: OTP 24/04/2023**

SALARY CENTRE REQUIREMENTS : R393 711 - R463 764 per annum
 : Head Office: Bhisho
 : National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA or National Diploma /Degree in Office Management / Public Administration/Management or related field. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8 within the public service environment. Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political, economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing; financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills. A valid driver's licence, Code EB.

DUTIES : support the office of the provincial planning, monitoring and evaluation: Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Provincial Planning, Monitoring and Evaluation Branch Office. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Coordinate Branch submissions to the Government Cluster structures. AID the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Coordinate The Branch Administrative & Governance Activities: Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.

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

POST 14/259 : **SENIOR PROCUREMENT OFFICER: DEMAND & ACQUISITION REF NO: OTP 25/04/2023**

SALARY CENTRE : R331 188 – R390 129 per annum (Level 08)
 : Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate, an NQF Level 6 National Diploma as recognised by SAQA in Supply Chain Management/Commerce / Logistic Management/ Public Administration/Public Management and a with at least 2-3 years' experience in Supply Chain Management. A valid driver's license. Knowledge and Skills: Knowledge of Supply Chain Management, Demand and Acquisition Management, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of quotations procedure and Bid Administration Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.
<u>DUTIES</u>	:	Compile and consolidate demand and procurement plans, Compilation of tender / quotation specifications, Compile the request for quotation documents. Identify service providers from the database according to the threshold values determined by the National Treasury per commodity required. Verify registration of service providers identified on LOGIS. Publish tender invitations. Send request for quotation documents to the identified service providers. Receive and open bid / quotation documents. Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations. Publish tender award. Serve as Bid Secretariats and give guidance to the Committee members. Checking reports for compliance and correctness. Engage with Project leaders or end users through verbal and written communication. Ensure efficient administration of Bid process.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/260</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS & INVENTORY REF NO: OTP 26/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 – R390 129 per annum (Level 08) Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, an NQF Level 6, National Diploma as recognised by SAQA in Commerce / Supply Chain Management / Procurement / Logistics or any other related field/ Public Administration/Public Management / Business Management with at least 2-3 years' experience in an asset management or logistics environment. Knowledge and skills: Knowledge of Asset management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organising skills, Decision Making skills and Problem-Solving skills. People Management skills, Good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail.
<u>DUTIES</u>	:	Requisitioning, receipting and issuing of stores items - Receive requests from departmental staff and order items requisitioned. Draft memorandum requesting replenished and submit to Director: Supply Chain & Asset Management for approval. Assist in drafting of a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Assist with maintaining inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Adjust re-order levels when placing the order for all inventory items. Assist with stock takes and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Perform physical count of stock during the stock-taking process. Perform regular spot checks on all items that are on issue voucher. Prepare a report for obsolete items identified during stock counts. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders.

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

POST 14/261 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO: OTP 27/04/2023**

SALARY CENTRE REQUIREMENTS : R269 214 - R317 127 per annum (Level 07)
: Bhisho

DUTIES : National Senior Certificate, an NQF Level 6, National Diploma as recognised by SAQA in Human Resource Management / Public Admin /Public Management/Industrial Psychology with a minimum of 1-2 years' experience in Recruitment & Selection environment. Knowledge of PERSAL (Certificate in Introduction to PERSAL is required). Driver's licence will be an added advantage.
: Assist in the Advertisement of Posts: Facilitate advertisement of vacant funded positions; Ensure timeous compilation of masterlists and appointment of panel members; Advise line management on selection process; Ensure that reference checks & pre-employment screening for interviewed candidates are conducted prior assumption of duty; Prepare and process memorandum of recommendations for approval; Issue appointment letters to successful candidates; Prepare regret letters to unsuccessful candidates. Process appointments on PERSAL. Ensure files of new appointments are complete. Facilitate the Implementation of Transfers, Relocations and Secondments: Process transfers from & to the department.

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

POST 14/262 : **INTERNAL AUDITOR REF NO: OTP 28/04/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R269 214 - R317 127 per annum (Level 07)
: Bhisho

DUTIES : National Senior Certificate, an NQF Level 6, National Diploma/ Undergraduate as recognised by SAQA in Auditing/Internal Auditing/Accounting/Financial Information Systems/Information Systems/Computer Science as recognized by SAQA. At least 1- 2 years' experience in Internal Auditing; Knowledge of the Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA), Knowledge of Teammate, Data Analytics systems such as ACL. A valid driver's licence (Recommended). Skills and Competencies: Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.
: Perform audits according to the hours allocated for each audit project. Meet deadlines within allocated hours. Report actual hours utilized against budgeted hours. Ensure that the audit file is properly prepared according to the standards set by the audit management. Arrange and attend engagement meetings with relevant role-players at the beginning of each audit project. Ensure that minutes of engagement meetings are compiled. Discuss system flow of processes with the audit client operational staff. Identify risks/threats from the system flow of processes, identify ideal controls and obtain existing controls from the audit client operational staff and capture all the information on process flow documentation and preliminary risk assessment working paper. Complete working papers for the record of work done, with all our testing results. Cross reference working papers to the audit evidence. Compile audit program. Review the reliability and integrity of financial and operational information. Obtain, document and file audit evidence to support your audit opinion and conclusions. Evaluate the adequacy and effectiveness of internal control. Determine compliance to Acts, Regulations and Policies. Compile the informal queries and give the audit client opportunity to respond to audit findings. Discuss the responses with the audit client management to determine root causes, give audit opinion and recommend corrective actions.

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

POST 14/263 : **NETWORK CONTROLLER REF NO: OTP 29/04/2023**

SALARY : R269 214 - R317 127 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior certificate, an NQF 6, National diploma in IT related field with 2 years professional experience in advanced technical support of operating systems, local area networks (LAN's) and Microsoft unified messaging and collaboration systems. Professional qualifications: Required - Microsoft 365 Certified: Teams Administrator Associate & Cisco Certified Network Associate (CCNA). Advantageous - Microsoft 365 Certified: Teams Support Engineer Specialty. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring Personal Attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Management of networks & Microsoft Teams environment – Design, Implement, Monitor & Maintain - Network Management. Network Access. IP Connectivity. Microsoft Teams Environment: Design, implement monitor and maintain network settings. Security and compliance Governance and lifecycles. Configure and manage external and guest users. Configure and manage Microsoft Teams devices. Manage chat, teams, channels, and apps: Create and manage teams. Plan and manage channels. Manage apps for Microsoft Teams. Manage calling and meetings. Manage phone numbers. Manage Phone System for Microsoft Teams. Monitor and troubleshoot a Microsoft Teams Environment: Troubleshoot audio, video, and client issues. Security Policy: Lead the MS teams technical review of, and implementation of technologies and configurations in compliance with the ICT security policy and in terms of operational procedures.

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

POST 14/264 : **USER SUPPORT TECHNICIAN REF NO: OTP 30/04/2023**

SALARY : R269 214 - R317 127 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior certificate, an NQF 6 National diploma in IT related field with 2 years ICT professional experience in ICT End User computing support and Service Desk operations. A valid drivers license. Industry certifications required: Microsoft 365 Certified: Modern Desktop Administrator Associate certification. Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Install, configure, and support Windows client -Install Windows client, Manage and use Hyper-V on Windows client, Configure Windows settings, Install and configure optional features. Configure and manage connectivity and storage - Configure networking and access, Configure and manage storage, Configure OneDrive on Windows client, Troubleshoot client connectivity. Maintain and support Windows - Perform system and data recovery, Manage Windows updates, configure remote management, Monitor and manage Windows. Protect devices and data - Manage users, groups, and computer objects, Configure and manage local and group policies, Support security settings on Windows client, Support Multi-factor Authentication (MFA) and password self-service. Install, configure and support Windows client applications - M365 Applications, Collaboration & communication, Social and intranet, Files and content, Work management.

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

<u>POST 14/265</u>	:	<u>ADMIN CLERK: DEMAND AND ACQUISITION MANAGEMENT REF NO: OTP 31/04/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience, a qualification in Supply Chain Management/ Logistic Management/ Public Administration/Public Management and relevant experience will be an added advantage. Knowledge and Skills: Knowledge of Supply Chain Management, Demand and Acquisition Management, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of quotations procedure and Bid Administration Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated ability to work under pressure.
<u>DUTIES</u>	:	Receiving of procurement requests. Send request for quotation documents to the identified service providers. Receive and open bid / quotation documents. Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations. Render secretarial duties to the Bid Committees. Maintain tender register and compile monthly reports on bids awarded.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/266</u>	:	<u>DATA CAPTURERS: ISIQALO YOUTH FUND REF NO: OTP 32/04/2023 (X2 POSTS)</u> (Fixed term contract of 12 months)
<u>SALARY</u>	:	R151 884 - R178 917 per annum (Level 04), (annual salary plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12 with no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage. Competences: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.
<u>DUTIES</u>	:	Preparation, compilation, sorting, capturing and management of data of beneficiary information in Isiqalo Youth Fund and other related Youth Development Programmes. Verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application; Controlling and capturing of beneficiary information capturing of data from various source documents into the computer system for storage, processing and management purposes. Capture and store data from available records in the required formats e.g., databases, table, spreadsheets, log sheets, etc.; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files: Establish relevant databases, e.g., beneficiaries of Isiqalo Youth Fund, SMME Development Programmes, unemployed youth, etc. Make regular backups of databases and information on youth development in the province. Update registers and statistics. Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/267</u>	:	<u>DATA CAPTURERS: LITIGATION (MEDICO-LEGAL) REF NO: OTP 33/04/2023 (X3 POSTS)</u> (Fixed term contract of 5 years)
<u>SALARY</u>	:	R151 884 - R178 917 per annum (Level 04), (plus 37% in lieu of service benefits)

- CENTRE REQUIREMENTS** :
- : Head Office: KWT
 - : National Senior Certificate/ Grade 12 with no experience, knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge the National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Computer literacy (including word document, excel, power-point).
- DUTIES** :
- : Render an effective filing and record management service. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
- ENQUIRIES** :
- : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 14/268</u>	:	<u>MEDICAL SPECIALIST REF NO: MRH/04/2023</u> Directorate: Psychiatry
<u>SALARY</u>	:	Grade 1: R1 156 308 - R1 227 255 per annum Grade 2: R1 322 100 - R1 403 235 per annum Grade 3: R1 534 356 - R1 918 284 per annum
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry) that allows 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. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA.).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Dr EB Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	HR Manager. Mr MH Hlophe (HR Manager)
<u>NOTE</u>	:	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. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/269</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: HRM: 09/23</u> Directorate Clinical
<u>SALARY</u>	:	Grade 1: R1 156 308 per annum, (plus benefits) Grade 2: R1 322 100 per annum, (plus benefits) Grade 3: R1 534 356 per annum, (plus benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital

<u>REQUIREMENTS</u>	:	Grade 1: FCPsych (SA) and/or MMed (Psychiatry) and registration with the HPCSA as Medical Specialist. Grade 2: additional 5 years since registration as a specialist Grade 3: additional 10 years since registration as a specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry.
<u>DUTIES</u>	:	Clinical service Delivery: Assess, treat, monitor mental health care users in line with the Mental Health Care Act No 17 of 2002. Participate in Forensic psychiatric work (Forensic assessments in terms of section 79 of Criminal Procedure Act as well as the management of state patients). Prepare psychiatric and medico-legal reports as required, lead a multidisciplinary team to ensure a holistic approach to patient care. Liaise with Department of Justice. Teaching and training: Supervision, teaching, and assessment of postgraduate and undergraduate students. This includes registrars, medical officers medical students, psychology interns, occupational therapy students and others. Participate in the academic programmes at Sterkfontein Hospital including those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical related administration task. Membership of and participation in relevant committees. Research: Actively participate and promote the research programme. Supervision, and examination of MMeds.
<u>ENQUIRIES</u>	:	Dr T.A.S Melapi Tel No: (011) 951 8341
<u>APPLICATIONS</u>	:	Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za) accompanied by a detailed CV with at least two contactable references, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the main entrance.
<u>NOTE</u>	:	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 candidates 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), the recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<u>CLOSING DATE</u>	:	09 May 2023, Time: 12H00
<u>POST 14/270</u>	:	<u>MEDICAL SPECIALIST REF NO: REFS/016890 (X1 POST)</u> Directorate: Psychiatry
<u>SALARY</u>	:	R1 156 308 per annum, (all inclusive)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in psychiatry. Registration with the HPCSA as Medical Specialist in a normal specialty. Experience in running of a Dual Diagnosis (Substance Abuse comorbid with mental illness) program will be added as an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. To run and oversee an outpatient and an inpatient Dual Diagnosis unit. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Preparing and writing of reports.

Assist the Clinical Head with Administration responsibilities. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

**ENQUIRIES
APPLICATIONS**

: Dr M. Talatala Tel No: (011) 933 9239
: 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (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

: 09 May 2023

POST 14/271

: **MEDICAL SPECIALIST: EAR, NOSE & THROAT GRADE 1-3 REF NO: REFS/016809**
Directorate: Medical Department
(Re-Advertisement)

SALARY

: Grade 1: R1 156 308 per annum, (all-inclusive remuneration package)
Grade 2: R1 322 100 per annum, (all-inclusive remuneration package)
Grade 3: R1 534 356 per annum, (all-inclusive remuneration package)

**CENTRE
REQUIREMENTS**

: Leratong Hospital
: Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as ENT Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage.

Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES

: Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to ENT department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient ENT outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of Medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.

ENQUIRIES

: Dr. P Phanzu Tel No: (011) 411 3508

APPLICATIONS

: Applications should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

NOTE

: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

CLOSING DATE

: 09 May 2023

POST 14/272

: **DEPUTY DIRECTOR: CLINICAL SUPPORT AND THERAPEUTIC SERVICES**
REF NO: REFS/016897 (X1 POST)
Directorate: Clinical Support

SALARY
CENTRE

: R896 535 per annum (all package inclusive)
: Dr George Mukhari Academic Hospital

REQUIREMENTS

: A bachelor's degree or equivalent qualification in any of the following disciplines: Speech and Audiology, Speech Therapy, Audiology, Occupational Therapy, Podiatry, Physiotherapy, Radiography, Clinical Psychology, Dietician and Nutrition which allows you to register with HPCSA. A minimum of 5 years appropriate experience after registration with HPCSA of which a minimum of 3 years appropriate experience must be on a Managerial position. A management course and/or postgraduate qualification will be an added advantage. Current HPCSA annual registration card and HPCSA independent Practice Certificate. Applicants must be in possession of a valid South African driver's licence. Knowledge and Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of the government. Analytical assessment and evaluation skills. Computer literacy and report writing skills using excel, word and PowerPoint. Knowledge of PFMA and budgeting. Competences Skills: Strategic Capability and Leadership. Change management skills, Programme and Project management skills, Client Orientation and Customer Focus skills, Financial and Human Resource management skills. Good Communication Skills-verbal and written including presentation skills. Skilled in Policy development, Knowledge management skills, Problem Solving skills. Attributes: Good Interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Applicants should be prepared to undergo technical assessment, pre-employment, and periodic medical surveillance as part of the employment conditions.

DUTIES

: Provide strategic leadership to Clinical Support and Therapeutic Services in line with Annual Performance Plan and strategic plans of the hospital, province, and National department of health. Develop an operational plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP's in line with the national and provincial health system. Strengthen clinical governance and clinical care. Collaborate with academic and other relevant stakeholders. Solve complex professional and management problems and policy issues. Co-ordinate and direct Clinical Support and Therapeutic Services activities by means of agreed budgets, efficient control of production processes, utilization of technology and optimal staff utilization and relations to provide efficient Clinical Support and Therapeutic Services patient care. Manage and equip the Clinical Support and Therapeutic Services health workforce across all sections to improve quality, reduce risk, create continuous improvement cultures, and more effectively develop innovative roles and service delivery models in line with Clinical governance, NCS and Ideal Hospital framework. Ensure that services in the Clinical Support and Therapeutic Services Sections will be Patient-centred care that is respectful of, and responsive to, the preferences, needs and values of patients and community at large. Ensure that Clinical Support and Therapeutic Services Section are encouraged to utilise multidisciplinary and discipline-specific competency-based training and assessment to ensure the clinical practice of staff meets desired standards. Inculcate a culture where-by the Clinical Support and Therapeutic Services health professionals are active members on committees within the organisation to influence priorities for health care and education e.g., Quality committees, working groups, professional development committees, or multidisciplinary team. Effective management of Overtime and RWOPS. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines, and code of conduct for public service.

ENQUIRIES APPLICATIONS

: Dr. MC Holm Tel No: 012 529 3880
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must

be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 12 May 2023

POST 14/273

: **DEPUTY MANAGER PRIMARY HEALTH CARE REF NO: TDHS/A/2023/40**
Directorate: Tshwane Health District

SALARY

: R881 961.per annum

CENTRE

: Office of Primary Care: Tshwane Health District office

REQUIREMENTS

: Basic qualification (i.e. diploma/degree in Medical/Dental/Nursing) or equivalent qualification that allows registration with the Health Professional Council [HPCSA] plus a Post basic qualification. Current registration with the HPCSA. A minimum of 10 years appropriate/recognisable Medical/Dental/Nursing experience after registration HPCSA. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Grade 12 plus a Basic Health-related Degree/Advanced Diploma at NQF level 7 with Health Service Management as one of the major subjects; Valid, current registration with Health Professions Council; 4 years' experience in middle management within health services is essential, administrative and advanced Computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management; more experience in the Primary Health Care setting. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of the Constitution; National Health Act; Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Strategic, operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. Applicants to possess driver's license. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Additional advantageous skills include project management.

DUTIES

: The essential role is to provide leadership, coordinate, plan, manage, and supply effective administration support to the Primary Health Care and Health Programmes in the sub-district. Ensure implementation of the District Health System using the PHC approach including Community Based and Outreach Services with the National and Provincial framework. Plan for the implementation of National Health Insurance (NHI). The key performance areas (KPAS): Preserve good working conditions; optimum resource utilization; process improvement; safety and prevention planning and control; and regularly work within the

legislative, regulation and policies frameworks. the key results areas (kras): Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. the supervision and leadership acumen: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning, and people management.

ENQUIRIES : Mr ME Makhudu Tel No: 012 452 9028/ 082 781 9921 (Monday to Friday; from 08h00 to 16h00)

APPLICATIONS : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 09 May 2023

POST 14/274 : **MEDICAL OFFICER GRADE 1 REF NO: HRM 07/23**
Directorate: Clinical

SALARY CENTRE : Grade 1: R858 528 per annum, (plus benefits)
: Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.

REQUIREMENTS : Appropriate qualification which allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Community service doctors to provide appropriate. An interest in psychiatry and experience in psychiatry as well as a diploma in mental health will be added advantage.

DUTIES : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and to report all conflict of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties performed at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand.

ENQUIRIES APPLICATIONS : Professor U Subramaney Tel No:011 951-8341
: Application must be submitted on fully completed new format Z83 form(obtainable from any Pubic Service Department or on www.dpsa.gov.za/documents) to Email: Boitshoko.Khutsoane@gauteng.gov.za,Mandisa.Chirwa@wits.ac.za,Tiyani.Mathebula@gauteng.gov.za with a fully completed CV, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : 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** : 09 May 2023, Time: 12H00
- POST 14/275** : **REGISTRAR GRADE 1 REF NO: HRM 08/23**
Directorate: Clinical
- SALARY CENTRE** : Grade 1: R858 528 per annum, (plus benefits)
Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an Independent Medical Practitioner and Post qualification, at least 6 months of clinical psychiatry experience in an academically affiliated facility. Additional qualifications e.g. Diploma in Mental health and or Part 1 of the FCPsych examination will serve as an additional advantage.
- DUTIES** : Clinical assessment of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping and preparation of referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties. Commitment to highest level of care, ethics, professionalism and punctuality. Work responsibly within a multi-disciplinary team and reporting of all conflicts of interest and corruption. Participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Academically. Attend the psychiatry teaching programme as per the department of Psychiatry at Wits University, conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and undergraduate students as well as medical interns.
- ENQUIRIES APPLICATIONS** : Professor U Subramaney Tel No: 011 951-8341
Application must be submitted on fully completed new format Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) to Email: Boitshoko.Khutsoane@gauteng.gov.za, Mandisa.Chirwa@wits.ac.za, Tiyani.Mathebula@gauteng.gov.za with a fully completed CV, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : 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 : 09 May 2023, Time: 12H00

POST 14/276 : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: REFS/ 016808 (X1 POST)**
Directorate: Finance and SCM

SALARY : R766 584 per annum, (all-inclusive remuneration package)
CENTRE : Leratong Hospital
REQUIREMENTS : Degree/BTech, Advanced Diploma in Financial Accounting or NQF level 7 qualification in Financial Management or equivalent. 3 – 5 years relevant experience in Finance and Supply Chain Management environment at an Assistant Director level. Additional qualification in Supply Chain Management will be an added advantage. Experience of financial management and supply chain management in a hospital sphere will be an added advantage. Computer efficiency and driver's license are essential. Extensive knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management Policies and Procedures, Resource Management, Change Management as well as Risk Management. Leadership skills, problem solving skills, time management, strategic and operational planning, project management skills, good communication skills, policy analysis and development, client orientation and customer focus. Numerical and analytic.

DUTIES : Develop a business (operational plan in line with the strategic objectives of the department and hospital: Monitor the implementation of the business plans, organize and control activities. Develop operational standards and ensure the attainability/sustainability of these standards. Compile monthly, quarterly, and annual reports. Financial Management: Render an effective financial management process in line with PFMA. Compile annual budget projections and ensure that budget preparations are in line with the strategic plans and hospital objectives. Plan and prioritize expenditure in line with the budget. Monitor expenditure trends through monthly and quarterly reports. Manage revenue collection by maximizing debt recovery methods to obtain targets. Ensure that reports are generated and submitted to the CEO and Central Office. Manage the implementation of Policies, Practices, Procedures based on PFMA directives and Treasury Regulations: Ensure effective management of the implementation of Policies, delegations, Audit recommendations and procedures. Ensure effective internal controls and compliance to policies, procedures, and regulations. Develop financial and supply chain communication strategies and systems for the hospital. Compile and evaluate audit action plans monthly and submit to management for reviews. Develop, implement, maintain, and capacitate effective transversal Financial System (BAS/SAP/SRM): Manage the authorisation of payments on the SAP/SRM/BAS Systems. Manage and authorise financial reports (in Year Monitoring, Non-negotiables). Manage and authorise the monthly reconciliation of BAS/PAAB and various other recons like No 2 account, Petty Cash, Fruitless/Wasteful irregular expenditure, losses etc. Ensure effective risk management within the institution. Provide an effective Supply Chain Management: Monitor and evaluate demand and acquisition management to determine compliance and the achievement of desired outcomes. Manage the procurement of medical, non-medical commodities and equipment. Develop systems and procedures for the managing of medical stock and equipment. Ensure compliance with Legislation, Policies and Prescripts with regards to the procurement of goods and services. Monitor and ensure proper updating of the asset register. Ensure compilation of demand plans and procurement plans. Ensure that reports are generated and submitted to the CEO and Central Office. Effective management of human resources in the finance and supply chain departments.

ENQUIRIES : Dr. D.P Moloi Tel No: 011 411 3531
APPLICATIONS : Applications should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or

NOTE

emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates may be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply. Previous applicants are welcome to re-apply.

CLOSING DATE

09 May 2023

POST 14/277

ASSISTANT MANAGER NURSING SPECIALTY PN-B4 (OPERATING THEATRE NURSING) REF NO: REFS/016891 (X1 POST)

Directorate: Clinical Support (FBU- JD-Allen Theatre)

SALARY CENTRE REQUIREMENTS

R642 942 per annum, (plus benefits)

Chris Hani Baragwanath Academic Hospital

Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Health Services Management. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Competencies/Knowledge/Skills: Competencies: Computer literacy, leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Applicant should be prepared to undergo medical surveillance.

DUTIES

Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms, and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)

ENQUIRIES

Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

- 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (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** : 09 May 2023
- POST 14/278** : **ASSISTANT MANAGER NURSING (PNA7) NIGHT REF NO: REFS/016883 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R588 378 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC. At least three (3) years of the period referred to above must be appropriate experience at management level. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Currently registered with SANC. Must have verified service records. (Less one year from candidates appointed from outside the public service after complying with registration requirements). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

- DUTIES** : Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National core standards and develop quality improvement plan where gaps were identified and implement the QIP Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management. Participate in training, research, and self-development. Manage resources effectively and efficiently. (Human and Material) Must have a Basic Computer Skills. Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service.
- ENQUIRIES** : Dr. FF Mafisa Tel No: 0121 529 3575.
- APPLICATIONS** : Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 12 May 2023
- POST 14/279** : **OPERATIONAL MANAGER (SPECIALTY) PNB3-TRAUMA NURSING SCIENCE: ACCIDENT & EMERGENCY UNIT REF NO: REFS/016881 (X1 POST)**
Directorate: Nursing
- SALARY** : R588 378 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Grade 12. Basic Qualification accredited with the South African Nursing Council in terms of Government notice 425 i.e., Diploma/Degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1-year Diploma in Post Basic Trauma Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management will be an added advantage. Service Certificates are compulsory. At least 5 years of the period referred to above must be

		appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literacy. Verified work experience. South African Nursing Council Annual Practising Certificate. Ability to function as part of a team and display good professional image.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized clinical nursing care provided within set standards and a professional/legal framework. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Effectively manage the utilization and supervision of Human, Financial and services resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Must be prepared to work shifts. Maintain Professional growth/ethical standards and development of self and subordinates. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to Batho Pele principles.
<u>ENQUIRIES</u>	:	Dr. FF Mafisa Tel No: 0121 529 3575
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with,
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/280</u>	:	<u>ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHER REF NO: REFS/016894 (X1 POST)</u> Directorate: Radiography
<u>SALARY</u>	:	R517 326 – R574 158 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Diagnostic Radiography. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five (5) years must be appropriate experience in

management. Current registration with HPCSA for 2023/2024. Competencies/Knowledge/Skills: Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance.

DUTIES

: Support the Radiographer Manager in order to meet the objective of the department. Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement, and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation, and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments including forensic pathology in order to render quality diagnostic imaging services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines, and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES
APPLICATIONS**

: Mr. SJT Khumalo Tel No: (011) 933 8434
 : 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (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

: 09 May 2023.

POST 14/281

: **ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHER (ULTRASOUND)**
REF NO: REFS/016895 (X1 POST)
 Directorate: Radiography

SALARY

: R517 326 – R574 158 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: A Degree in ultrasonography or Diploma/Degree in Diagnostic Radiography PLUS honours or B.-Tech in Ultrasonography. Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasonographer. Minimum of eight (8) years' experience in Diagnostic Radiography / Ultrasonography of which five (5) years must be appropriate experience in management/Chief Radiographer. Competencies/Knowledge/Skills: Sound knowledge of specialised and general ultrasonography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography/ultrasound Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance.

DUTIES

: Support the Radiographer Manager in order to meet the objectives of the department. Manage ultrasound subcomponent by supervising all staff in ultrasound, performing relevant ultrasound imaging and administrative functions. Render effective patient centred Ultrasound service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement, and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure ultrasound services comply with relevant standard, legislation, and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students sonographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments in order to

render quality services. Supervise, develop, train, and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines, and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Mr. SJT Khumalo Tel No: (011) 933 8434
: 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (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

: 09 May 2023.

POST 14/282

: **OPERATIONAL MANAGER GENERAL (NIGHT DUTY) PNA-5 REF NO: ODI/12/04/2023/01**
Re-advert Those who previously applied are encouraged to re-apply.

**SALARY
CENTRE**

: Grade 1: R464 466 per annum, (plus benefits)
: Odi District Hospital

<u>REQUIREMENTS</u>	:	Basic R425 Qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 07 years appropriate/recognisable experience in Nursing after registration as a professional nurse with SANC.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing. Work as part of multi-disciplinary team to ensure good nursing care by nursing team. Work effectively and amicably, at a supervisory level. With persons of diverse intellectually, culturally, racial, or religious differences. Able to manage own work, time, and that of subordinates to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the principles of BATHO -PELE are adhered to.able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of ideal hospital realisation framework practices. Ensure supportive supervision during night. To relieve Area Manager and be able to work shifts.
<u>ENQUIRIES</u>	:	Ms Ntsie EP Tel No: 012 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/283</u>	:	<u>PROFESSIONAL NURSE SPECIALITY PNB: 1-2 REF NO: REFS/016856 (X30 POSTS)</u> Child Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Intensive Care Nursing Science, Operating Theatre Nursing Science, Trauma and Emergency Nursing Science, Orthopaedic Nursing Science, Ophthalmology Nursing Science, Oncology Nursing Science, Advanced Psychiatric Nursing Science and Nephrology Nursing Science). Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R400 644 per annum, (plus benefits) Grade 2: R492 756 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and currently registered with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).

- ENQUIRIES** : Dr. FF Mafisa Tel No: 0121 529 3575
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 12 May 2023
- POST 14/284** : **MIDDLE MANAGER: HUMAN RESOURCE- LABOUR RELATIONS REF NO: CHBAH 639**
Directorate: Human Resource Labour Relations
- SALARY** : R393 711- R475 596 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 and National Diploma/ Degree in Labour Law /Labour Relations /HR with a minimum of ten (10) years' experience in Labour Relations of which, five (5) years of the experience must be at Supervisory level and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over some disputes, demonstratable record of handling discipline, handling and knowledge of referral route of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking and research skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes, Must have excellent presentation skills, experience in dealing with the public, sound organizational and planning skills, Knowledge and application of project management principles is essential. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.
- DUTIES** : Manage and monitor the functions of labour relations officers. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice, and industrial action matters. Promote sound labour peace within the hospital.

Produce monthly accounting/mandatory reports and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans, and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines, and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines, and policies. Conduct in-service training and induction of staff in the hospital on labour related matters as approved and delegated by the head of the sub-directorate. Attend to audit and National Core Standard queries including the implementation of the recommendations thereof. Advise management, employees and the department on labour relations practices, procedures, guidelines, and policies, etc. Support the Deputy Director in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings. Management of personnel performance and review thereof in the sub-division.

**ENQUIRIES
APPLICATIONS**

: Mr J Nzimande Tel No: (011) 933-8885
 : 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (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

: 09 May 2023

POST 14/285 : **HUMAN RESOURCE OFFICER- LABOUR RELATIONS REF NO: CHBAH 640 (X1 POST)**

Directorate: Human Resource Labour Relations

SALARY
CENTRE
REQUIREMENTS

: R269 214 – R317 127 per annum, (plus benefits)

: Chris Hani Baragwanath Academic Hospital

: Grade 12 and the Certificate in Labour Law /Labour Relations /HR at NQF5 with a minimum of three (3) years' experience in Labour Relations and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over some disputes, demonstrable record of handling discipline, handling of grievances and have knowledge of referral route system of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.

DUTIES

: Conduct discipline (including investigating misconduct allegations, drafting of misconduct charges, writing of investigation reports, identify and prepare potential witnesses, presenting the case during discipline and presiding over disciplinary cases), handle grievances (including investigating grievances, chairing of grievances and refer unresolved grievances), Write accounting reports including reports on discipline, grievances, disputes, and multilateral meetings, represent the employer in dispute structures, analyze trends and advise the employer including serious adverse events cases, forensic, hotline/whistleblowing, where required manage the information in line with the provisions of Protected Disclosure Act, identify and conduct Labour Relations training (including code of conduct, employment practices in public service, sexual harassment, discipline and grievances), support and/ or advise management, supervisors, employees and admitted trade union's representatives on all matters relevant in employment relations, participate/facilitate bilateral, multilateral and committees (including statutory established committees) and write minutes and reports relevant to these structures and supervise level 5 employees within Labour Relations unit where applicable.

ENQUIRIES
APPLICATIONS

: Mr J Nzimande Tel No: (011) 933-8885

: 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (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** : 09 May 2023
- POST 14/286** : **HUMAN RESOURCE OFFICER REF NO: HRO1/CMJAH/2023**
Directorate: Human Resource Department
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Qualifications & Experience: Grade 12 with 3 to 5 years' HRM experience or a three-year National Diploma or Degree in HRM, Public Administration and Business Administration from a recognized SAQA accredited tertiary institution with 2 years' HRM experience. PERSAL Certificate. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations In-depth knowledge of HR Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, PERSAL system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.
- DUTIES** : Supervise the implementation and maintenance of Human Resource Administration, Condition of service and service benefits (Leave, Housing, Injury on duty, Long service recognition, Overtime, Pension, and other allowances) Terminations, Recruitment and Selection- (Advertisement, Appointments, Transfers, Verification of qualification, Reference check, Absorptions, Probationary periods). Serve a secretary during interviews and compilation of submissions, and weekly/monthly reports. Provide quality client service to internal and external stake holders. Supervising junior staff and performance management. Handle Human Resource administration enquiries.
- ENQUIRIES** : Mr. Tshepo Moagi Tel No: 011 488 3919
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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 only. 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 and must be

contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/287** : **PROFESSIONAL NURSE REF NO: TDHS/A/2023/41**
Facility: Ward based primary health care outreach teams program
- SALARY** : R268 584 per annum
- CENTRE** : Tshwane health district (1 for sub district 2 & 1 for sub district 7)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 0 to 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing with Midwifery. Competencies: Demonstrate an understanding of nursing legislation and related practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Financial Management Skills, Human Resource Management Skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and driver's license an added advantage.
- DUTIES** : Manage and supervise a team of Community Health Care Workers assigned to a health facility and providing community-based services at ward level. Supervise enrolled nurse team leaders assigned to a health facility. Team Leader will spend 70% of his/her time in the community supporting Community Health Care Workers when doing home visits and 30% in the office doing team administration work. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS). Liaise with ward councilors (with the assistance of facility managers) and other community structures with regards to overall activities of community health workers in the community. Facilitate training and weekly Inservice for Community Health Workers. Attend meetings, trainings and give feed back to the team. Compile Monthly reports and submit to facility manager. Manage resources allocated to team.
- ENQUIRIES** : Ms SN Lerumo Tel No: 012 354 6044/071 383 4230
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided

by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 09 May 2023

POST 14/288

HUMAN RESOURCE CLERK REF NO: REFS/016887

Directorate: Human Resource Management

SALARY

: R181 599 – R213 912 per annum, (plus benefits)

CENTRE

: Masakhane Provincial Laundry and Cook Freeze Factory

REQUIREMENTS

: Grade 12 with at least 2 to 3 years working experience in Human Resource Management/Labour Relations/HR Registry/PMDS or 3-year Degree/Diploma in Human Resources Management/Development, Labour Relations or equivalent qualification with at least 1 year experience. Must have a drivers licence. knowledge of the Public Service Act and Regulations, Skills Development Act, PFMA, Labour Relations act, PMDS, PSCBC Resolutions etc. Presentation and Facilitation skills, Computer literacy, A team worker, Strong orientation towards rendering a friendly client service. Report writing skills and knowledge of PERSAL (PERSAL certificates will be an added advantage).

DUTIES

: Implement and administer Human Resource Administration practices – Conditions of service including (leave, housing, Medical Aid, service termination, long service recognition, transfers, pension and other allowance. Capturing of leave and do leave audits. Capturing overtime, nightshift, standby etc. Knowledge of grievance and disciplinary procedures. Coordination of various HR meetings. Basic knowledge of Skills development and coordination of training matters. Basic knowledge of Policy and Procedure on incapacity Leave and Ill-health retirement (PILIR). Conduct various HR workshops. Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the Institution. Render effective filling and record management services to the Institution. Operate office machines in relation to the registry function. Perform retrieval and disposal of records accordingly. Handle postage (incoming and outgoing). Relieve in other sections within registry Conduct physical verification of staff. Manage all AG matters. Perform other lawful duties as delegated by supervisor.

ENQUIRIES

: Mr. AL Mokgetle Tel No: 012-564 6300

APPLICATIONS

: should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>. Please ensure that the reference number is quoted correctly).

NOTE

: The fully completed and signed new Z83 form should be accompanied by a recent updated CV (only shortlisted candidates will be required to submit certified documents when invited for the interviews). The recommended will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE

: 12 May 2023

POST 14/289

ADMIN CLERK: FINANCE REF NO: REFS/016882

Directorate: Cook Freeze Factory

SALARY

: R181 599 – R213 912 per annum, (plus benefits)

CENTRE

: Masakhane Provincial Laundry and Cook Freeze Factory

REQUIREMENTS

: Grade 12 with at least 1 to 3 years working experience in Finance. National Diploma or a Degree in Financial Management or equivalent qualifications will be as an added advantage. Computer literate (Ms Office, Excel). Accounting, knowledge of BAS and SAP will have added as advantage. Knowledge of the relevant Acts and prescripts (Public Finance Management Act (PFMA), Treasury Regulations,

Division of Revenue Act (DORA), Public Service Act) etc.. Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles.

DUTIES : Budget allocation and capturing of SCOA allocation in RLS01. Assisting with recons (E-Receipting and BAS/SAP and BAS/PERSAL etc.) on a monthly basis. Must assist in Accounts Payable. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts. Ensure that suppliers reconciliations are done weekly and proper handling of queries. Ensure payments in web-cycle are processed within the prescribed time. Responsible for Petty Cash, capturing of the Receipts and monthly banking. Monitor of face value books. Assist in other related tasks that may be assigned from time to time. Attend meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, midyear and final assessment). Reporting on Accruals and Commitments monthly. SAP, SRM approval of RSLO1. Assist with the Budget and capturing.

ENQUIRIES APPLICATIONS : Mr. AL Mokgetle Tel No: 012-564 6300
: should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>. Please ensure that the reference number is quoted correctly).

NOTE : The fully completed and signed new Z83 form should be accompanied by a recent updated CV (only shortlisted candidates will be required to submit certified documents when invited for the interviews). The recommended will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE : 12 May 2023

POST 14/290 : **LIBRARY ASSISTANT REF NO: SGL8/14/04/2023**
Directorate: Administration
Re-advert, Those who applied for this position previously need not re-apply their applications will be considered.

SALARY CENTRE REQUIREMENTS : R181 599 per annum, (plus benefits)
: GCON: SG Lourens Campus
: Grade 12 or equivalent certificate. A recognised Diploma in Library and information science. Two (2 years' experience in a Library environment and knowledge of LIBWIN and other Library Management Systems. Skills and Knowledge: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Planning and organising skills. Ability to work under pressure. Sound written and verbal communication. Computer literacy certificate in (Microsoft Word, Microsoft Excel). Good interpersonal and organisational skills and problem-solving skills. Ability to work independently with minimal supervision as well as part of a team. Must possess excellent interpersonal and communication skills to serve others. A general knowledge of the scope and variety of both printed and electronic information sources.

DUTIES : Support training and development of nursing students. Assist in registering library users and perform all the prescribed issue desk administrative tasks. Rendering library and information service to nursing students and lecturers with information searches on different online databases. Performing administrative tasks e.g.,

Statistics, library orientation, marketing, and advocate the library. Assist in stocktaking of library material and collection development. Assist the librarian in keeping a proper record of all library assets for asset management purposes. Assist with counter, phone, and email enquiries from library users. Register new users and maintain and update user profiles. Check in/out library materials to patrons. Sorting, shelving and shelving reading of library materials according to their categorization. Assist with executing library programmes and events. Assist library users with research materials and computer related information. Perform any task or duties which fall within the mission and vision of the Campus. Physical Requirements Candidate must be able to carry/lift heavy boxes of books bend low and reach high to shelve books, push a library cart.

ENQUIRIES : Ms ET Molopyane Tel No (012) 319 5739
APPLICATIONS : Applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpansberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001.

NOTE : The application must be accompanied by a fully completed new Z83 form and a detailed Curriculum Vitae (CV). Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, practical examination on MS Word and Excel and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE : 10 May 2023

POST 14/291 : **FINANCE CLERK REF NO: TDHS/A/2023/42 (X4 POSTS)**
 (12 months contract)
 Directorate: Finance

SALARY : R181 599 per annum, plus 37%
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with 1-year financial management/accounting experience or an appropriated Degree/National Diploma in Accounting/Finance. Other Skills / Requirements: Knowledge and experience in BAS, SAP, SRM and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Reporting and Accounts Payable. Sound accounting skills.

DUTIES : Compile and manage the budget of the institution in the district and Bronkhorstspuit Hospital. Monitor budget spending in accordance with the set policies and procedures. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Manage and identify miscellaneous payments and the clearing of suspense/control accounts, Safekeeping of Basic Accounting records and face value documents. Approve shopping cart and confirmation of goods receive voucher (GRV) on SRM). Attend to supplier's queries and web cycle. Monitor commitment register. Perform Monthly reconciliations of transversal systems (BAS/PERSAL, BAS/SAP, BAS/MEDSAS and Revenue)

ENQUIRIES : Ms PM Kganyago, Tel No: (012) 451 9099
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed

Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 09 May 2023
- POST 14/292** : **ENROLLED NURSE (7) REF NO: TDHS/A/2023/43**
Facility: Ward based primary health care outreach teams program
- SALARY CENTRE** : R179 172 per annum
: Tshwane health district (2 for Sub district 1, 2 for Sub district 2, 1 for Sub district 5 and 2 for Sub district 7)
- REQUIREMENTS** : Qualification that allows registration with the SANC as Staff Nurse.0 to 9 years' appropriate/recognisable Nursing experience after registration with the SANC as Staff Nurse. A valid driver's license will be an added advantage. Competencies: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Manage and supervise a team of Community Health Care workers assigned to a health facility and providing community-based services at ward level. Team Leader will spend 70% of his/her time in the community supporting Community Health Care Workers when doing home visits and 30% in the office doing team administration work. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS). Liaise with ward councilors (with the assistance of facility managers) and other community structures with regards to overall activities of community health workers in the community. Facilitate training and weekly Inservice for Community Health Workers. Attend meetings, trainings and give feed back to the team. Compile Monthly reports and submit to facility manager. Manage resources allocated to team.
- ENQUIRIES APPLICATIONS** : Ms SN Lerumo Tel No: 012 354 6044/071 383 4230
: Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 09 May 2023
- POST 14/293** : **DRIVER REF NO: TDHS/A/2023/44 (X1 POST)**
Directorate: Admin & Logistics
- SALARY CENTRE** : R151 884 per annum (Level 04)
: Tshwane District Health Services
- REQUIREMENTS** : Grade 10. One (1) to three (3) years' experience in driving / messenger services. A valid Code 10 (C1) driver's license with PDP. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines Other

Skills / Requirements: Good written and verbal communication skills. Ability to work independently and with the team. Willingness to work and travel irregular hours.

DUTIES : Transportation of equipment, patients and officials within the District. They order, collect and deliver goods when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Collect and deliver post and parcels on a daily basis at the post office. Keeping the vehicles clean and in good condition.

ENQUIRIES APPLICATIONS : Mr LM Seshoka Tel No: 012 451 9025
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 09 May 2023

POST 14/294 : **PORTER SUPERVISOR REF NO: ODI/12/04/2023/03 (X1 POST)**
Re-advert Those who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R151 884 per annum, (plus benefits)
: Odi District Hospital
: Minimum Grade 10/Abet level 4 with 3 years experience as a Porter. Or Grade 12 certificate with 3 years experience as a porter in a Hospital environment, must be computer literate & must be able to work under pressure. Ability to work effectively in a team. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be able to handle repetitive work.

DUTIES : Supervision of pottering and (mortuary when need arises) which includes duty scheduling, leave planning, and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of uniform and ensure that all porters wear it. Deal with all porters' issues that needs attentions. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.

ENQUIRIES APPLICATIONS : Mr Sithole RN Tel No: 012 725 2443
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.

NOTE : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE : 12 May 2023

POST 14/295 : **GENERAL WORKER REF NO: ODI/12/04/2023/02 (X1 POST)**

SALARY CENTRE : R107 196 per annum, (plus benefits)
: Odi District Hospital

- REQUIREMENTS** : NQF level 3 (Grade 10 certificate or equivalent). Must have good communication and interpersonal skills. Ability to work under pressure. No experience required.
- DUTIES** : Perform administrative tasks and relief as may be delegated by the staff and unit manager. Management and control of inventory, maintaining minimum and maximum stock levels. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested X-ray films. Perform radiology related tasks as delegated by the radiographers and the unit manager. Knowledge of X-rays benefits and dangers. Receive and deliver documents as requested by the manager. Adhere to Batho Pele principles and all other DOH rules and regulations. Be willing to work shifts, weekend and public holidays. Overall maintenance of the radiology unit.
- ENQUIRIES** : Ms Mthombeni M.L Tel No: 012 725 2429
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 12 May 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 12 May 2023
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Whites, Indian females, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Certified copies will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 14/296** : **ASSISTANT DIRECTOR: INCOME & EXPENDITURE REF NO: REFS/016877**
- SALARY** : R393 711 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year degree/diploma in Accounting/ Financial Management, an equivalent NQF Level 6 and 3 - 5 years relevant experience (PFMA), Treasury Regulations, debt management, Debtor System, SAP and Basic Accounting System (BAS). The Accounting framework for South African public sector entities - GRAP (IPSAS) Framework. Extensive knowledge in GRAP standards and its application in preparation and accounting for changes in accounting policies, changes in accounting estimates and errors -GRAP 3 (IPSAS 3). Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense

and control accounts for public entities. Maintenance and disposals on the Fixed Assets Register (FAR) Knowledge of management, alignment, and reconciliation of accounts, between Debtor System and BAS. Advance Excel will be an added advantage, supervisory skills, good planning, and organizational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

DUTIES : Provide monthly reconciliation between the Debtor System and BAS and clear all exceptions. Provide monthly financial reporting, preparation of interim and annual financial statements. Alignment of the Fixed Assets register with the Debtor System and disposal of properties. Manage month-end and year-end closures, interfacing subsystems and related accounting procedures. Provide cash flow management. Develop, implement, update and maintain GRAP(IPSAS) and financial policies and procedures. Investigate suspense accounts balances, manage the reconciliation of suspense accounts. Address audit queries and attend to requests. Manage staff development and training analysis.

ENQUIRIES : Ms M Tshabalala Tel No: 063 691 4046

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : **Central corridor address:** 115 Main Street, Mathomo Mall.
Johannesburg East Corridor: Applications to be submitted at Faranani Multi-Purpose, Modjadji Street, Tsakane.
Head of Office (Johannesburg): 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg.

North Corridor: 111 Swaan Street, East Lynne, Pretoria

West Corridor: 15048 Conner Utlhanong & Kagiso Drive (Provincial Archives)

FOR ATTENTION : HR: Recruitment and Selection

ENQUIRIES :

Mr. Ouwen Gaveni Tel No: 071 855 8934

Mr. Nkhumeleni Magadze Tel No: 066 131 9370

Ms. Vivien Khanye Tel No: 060 978 6924

Mr. Bongani Mkhwebane Tel No: 066 131 9300

Ms. Nthabiseng Mantse Tel No: 066 038 2850

CLOSING DATE : 10 May 2023 Application drop-off time: From 07:30 till 16: 00 Monday to Friday.

NOTE :

Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

ERRATUM: Kindly note that the following 5 posts were advertised in the Public Service Vacancy Circular 05 dated 10 February 2023, Director: North Corridor with Ref No: REFS/SACR/2023/04; Deputy Director: Creative Arts Region B C & D (North Corridor) with Ref No: REFS/SACR/2023/12; Deputy Director: Sport and Recreation Region D F & G (Central Corridor) with Ref No: REFS/SACR/2023/17; Assistant Director: Creative Cluster & Communities Region A (West Corridor) with Ref No: REFS/SACR/2023/39 and Assistant Director: Creative Cluster & Communities Region D (West Corridor) with Ref No: REFS/SACR/2023/40; the posts have been withdrawn.

MANAGEMENT ECHELON

POST 14/297 : **CHIEF DIRECTOR: ARTS, CULTURE AND HERITAGE REF NO: SACR/120**
Directorate: Arts, Culture and Heritage

SALARY : R1 308 051 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head office)

REQUIREMENTS

: The successful candidate should have a matric certificate plus a Degree in Fine Arts/Arts and Drama/Creative Arts (NQF level 7). A minimum of 5 years of experience in Senior Management level in cultural and creative industries, creative arts, library and archival services, heritage and language development, Arts and Culture environment. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. A valid driver's license. Skills: Policy development and implementation, Analytical, Change management, Communication, Computer, Conflict management, Decision Making, Financial management, Interpersonal relations, Language, Leadership, Organizational, People management, Presentation, Problem solving, Project management, Relationship Management, Report writing, Research, Strategic Planning and time management. Knowledge of: RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Knowledge of Basic Conditions Employment Act, Community Development, Project Management principles, Youth Development Policy, Service Delivery framework, Human Rights Act, Bill of Rights, Skills Development Act, National Development Plan, National Skills Development Strategy, National Skills Accord, Youth Employment Accord, Provincial Growth and Development Plan, Treasury Regulations, Protocol Manual of South Africa, Promotion of Equality and Prevention of Unfair Discrimination Act, Protection of Personal Information Act.

DUTIES

: Manage the proper development of non-performing/ visual arts and craft. Manage the proper development of performing arts. Manage and ensure the facilitation of business development and provision of administrative and secretariat support services to all arts structures. Manage and ensure proper planning and coordination when hosting of Cultural ceremonies. Manage the monitoring and evaluating systems which includes keeping and administering portfolios of evidence for all ceremonies and cultural diversity programmes. Drive and manage research on various cultural practices, customs, traditions and ritual and ensure compilation of findings in order to benefit various communities in the province. Manage and coordinate the provision of Language Planning Services in the province. Manage the development and promotion of lexicography, terminology and literature development. Manage the provision of translation, interpretation and editing services. Ensure the implementation of National, Provincial and Departmental frameworks. Ensure the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Manage human resources. Manage financial resources. Manage geographical names processes. Manage archiving and records keeping. Manage camerations and insignificant days. Manage heritage sites/routes identification, development, implementation, monitoring and evaluations

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 /2861/2606/2539/2720

POST 14/298

: **CHIEF DIRECTOR: CORRIDOR COORDINATION REF NO: SACR/121**
Directorate: Corridor Coordination

**SALARY
CENTRE**

: R1 308 051 per annum, (all-inclusive package)
: Johannesburg (Head office)

REQUIREMENTS

: An undergraduate qualification in Public Management or relevant qualification (NQF Level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. 5 years' experience in a Strategic Management environment at a senior management Level in the Corporate Service environment in the Public Service. A valid driver's license. Knowledge: Detailed understanding of Operations Management, Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge of wide range of work procedures and or processes such as Public Sector operations, Strategy Partnerships, IDP processes, Service Delivery Models, Drafting of service level agreements (SLA), Memorandum of understanding (MOU). Skills: Decision making. Leadership. Negotiations. Financial management. Planning and organizing. People management. Problem and conflict management. Stakeholder management. Verbal and written communication. Report writing. Relationship

		management. People management. Project management. Financial management. Report writing. Planning. Monitoring.
<u>DUTIES</u>	:	Strategic leadership and oversight of core programmes and Activities of the department. Management of the operations. Advisory services. Administration support. Manage intergovernmental and stakeholder relations. Coordinate and facilitate the delivery of sport, recreation, arts, culture, museum and heritage services in corridors. Provide administration support services to the corridors. Coordinate and facilitate social cohesion through corridors. Facilitate sponsorship for corridor programmes. Promote the progressive improvement of the intergovernmental fiscal system based on the principal of co-operative governance.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720
<u>POST 14/299</u>	:	<u>DIRECTOR: PROVINCIAL ARCHIVES, LIBRARY AND INFORMATION SERVICES REF NO: SACR/122</u> Directorate: Archives
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 per annum, (all-inclusive package) Johannesburg (Head office) The successful candidate should have a grade 12 Certificate plus a 3 year tertiary qualification in Archival Services or Library and Information Services (NQF level 7) as recognized by SAQA or Higher Diploma in Archival Services or Library and Information Services. A minimum of 5 years of experience at a middle / senior managerial level. 5-10 years of experience in Archives, Library and Information Services. A valid driver's license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Knowledge: Comprehensive and detailed knowledge of the library, archival and records management as well as management theory and practices (inclusive of HR and Financial management). Knowledge of and experience of Library Management Systems as applied in the library environment. Knowledge of PFMA and library prescripts. Skills: Strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite), teamwork. decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, conflict management, training, quality oriented, decisive and confident, ability to keep abreast of market trends, strong administrative, analytical, computer literate, cultural diversity.
<u>DUTIES</u>	:	Provide strategic leadership and a strategic plan for the Provincial Archives & Library and Information Service. Ensure availability of the Provincial Archives & Library and Information budget according to PFMA, Community Library and Conditional Grant projects. Monitor the administration of regional libraries. Manage Human Resources in the directorate. Maintain effective public relations and communication with various stakeholders and clients. Ensure Collection of non-public records with enduring value of provincial significance which cannot be more appropriately preserved by another institution, with due regard to the need to document aspects of the province's experience neglected by archive repositories in the past. Initiate and co-ordinate the collection of electronic records. Develop an appraisal policy and its implementation procedure. Promote co-operation and co-ordination between institutions having custody of non-public records with enduring value. Promote an awareness of archives and records management and encourage archival and records management activities and generally promote the preservation and use of a provincial archival heritage. Develop a provincial automated archival information retrieval system. Participate in any national automated archival information retrieval system. Take such measures as are necessary to arrange, describe and retrieve records from all relevant sources. Provide information, consult, conduct research and render other services related to records. With special emphasis on activities designed to reach out to less privileged sectors of society, make known information concerning records through means such as publications, exhibitions, and the lending of records. Organize training programmes in various disciplines of archives administration and records

management. Approve applications for records classifications systems and disposal of records.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

OTHER POSTS

POST 14/300 : **DEPUTY DIRECTOR - CREATIVE ARTS REF NO: SACR/123**
Directorate: Creative Arts

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Central Corridor, Region D F & G
REQUIREMENTS : National Diploma / Degree in Arts / Project management / Public Management. A minimum of 3-5 years' relevant experience in Assistant Management / middle management position; Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

DUTIES : Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720

POST 14/301 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND PLANNING REF NO: SACR/124**
Directorate: Human Capital Management

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6) / Degree (NQF Level 7) in Human Resource Management/Administration/ Public Management/ Administration. A minimum of 3-5 years' experience in Human Resource Administration as an Assistant Director / middle management position. Knowledge: PFMA. Relevant Public Service legislations and Resolutions. Understanding of Customer Expectations. Management Information Knowledge. Database System Operation. Performance Management System. Department Annual Performance Plan. Strategic Planning. Skills: Management Capability. Project Management. People Management. Planning and organizing. Financial Management. Client orientation and customer focus. Results orientated. Continuous improvement. Decision making. Service Delivery. Change management. Innovation. Initiative and Able to work under pressure.

DUTIES : Provide Monthly, quarterly and annual reports on recruitment. Compile recruitment plan and recruitment operational plan. Define and design a systematic recruitment process in line with DPSA legislation. Manage and quality check and draft recruitment related memorandums (including requests to advertise and created posts additional to the structure amongst others). Liaise directly with Organizational Design to obtain an updated Job description. Quality check drafted adverts by Assistant Director using the updated Job Descriptions. Monitor and check the placing of adverts in the newspapers and local intranet in line with DPSA regulation by the Assistant Director. Monitor and evaluate response handling including shortlisting in line with DPSA regulations by Recruitment staff. Quality check and monitor the design and compiling of interview questions by recruitment staff. Determine valid selection criteria and apply these consistently. Monitor and evaluate the arranging, coordinating and facilitating of interview processes by

Recruitment Staff. Quality check, monitor and evaluation the compiling and submitting of interview results for approval to the designated authority by Recruitment staff. Monitor and evaluation the communication of decisions of interview results to the applicants. Recommend and monitor the recruitment budget for current year and MTEF. Assist HRD with training of all staff and management on the new recruitment processes and systems. Attend Audit meetings and respond to audit queries. Draft legislature responses to recruitment issues for the Director's approval. Identify and collate all jobs to be evaluated that need to be advertised and send the results to the Organisational Development unit. Attend the Employment Equity Committee and represent recruitment issues and matters pertaining to employment equity. Provide Monthly, quarterly and annual reports on service benefits. Conduct audits to ascertain future shortage of critical expertise based on resignations, pending retirements, medium term anticipated retirements and identified areas of scarce skill. Quality check memorandums and administrative forms and documents submitted by the Assistant Director for processing and approval. Assist HRD with training of all staff and management on the new service benefits processes and systems. Ensure adherence to service benefits policies and procedure manuals. Draft service benefits procedure manuals. Ensure adherence to approved and authorized structures in identifying resources gaps. Assist with updating of service benefits policies. Manage and monitor the administration of Personnel records. Manage and assist with service benefits administration. Resolve complex and sensitive Human resource administration queries. Manage and support line managers with the implementation of PILLIR. Implement and manage an effective leave management system. Administer service, remuneration and employee benefits. Draft legislature responses to recruitment issues for the Director's approval.

ENQUIRIES

: Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720

POST 14/302

: **ASSISTANT DIRECTOR: LANGUAGE, DEVELOPMENT REF NO: SACR/125**
Directorate: Heritage

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate must have Grade 12 Certificate plus a three-year tertiary qualification, National Diploma in Language Practice/ African Linguistics (NQF Level 6) / Bachelor's Degree (NQF Level 7) in Languages. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisor level. Skills: Research, Administrative skills, Planning and Organizing, Problem solving, Formulating and editing, Facilitation, Interpersonal relationships, Analytical thinking, Maintain Discipline, Project Management, Report writing, Policy development and analysis, Supervising, Budgeting, Financial Management, Conflict management, Verbal and written communication, Leadership, Computer literacy and Report writing. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of finds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilisation of personnel. How to supply training which are normally supplied in the day-to-day in-house training of sub-ordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilisation of specific computer packages and efficient utilisation of both hardware and software.

- DUTIES** : Facilitate the provision of language training courses in translation, editing and terminology development, and language programs in the official languages for the employees of the department and/or province. Ensure that training is relevant, comprehensive and of a high quality. Management and supervision of staff. Translation of documents. Provide Interpreting services. Participate in the planning of terminology projects. Promote multilingualism and literature development conduct research and provide professional language advice and support. Render administrative functions in relation to language programs.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720
- POST 14/303** : **ASSISTANT DIRECTOR: DEVELOPMENT AND PROMOTION OF INDIGENIOUS KNOWLEDGE SYSTEMS (IKS) REF NO: SACR/126**
Directorate: Heritage
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have Grade 12 Certificate plus a three-year tertiary qualification, National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) in Social Sciences specialising in History/ Anthropology/ Heritage Studies/Indigenous Knowledge Systems (IKS). A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Research, Administrative skills, Organizing, Ability to operate computer (both hardware and software). Problem solving and formulating and editing. Knowledge: Finance (Category A) Basic financial procedures that must be followed during e.g. receiving of funds payment on behalf of the state. Finance (Category B) Financial regulations and instructions which must be followed during the normal course of work. HR Matters (Category A) Basic HR matters such as what resources are available, what training is available, following labour relations practices/guidelines. Maintaining discipline. HR Matters (Category B) HR management practices, legal issues, negotiations, dealing with conflict. Assist in career planning. Ensure community participation in all projects related to IKS. Liaise with GPG Departments on development and promotion of IKS. Run programs on IKS. Monitor implementation of projects and report on IKS. Ensure development and support of living culture and languages as part of IKS. Submit quarterly and progress reports on IKS projects. Give input and guidance to projects related to IKS. Monitor the expenditure of the subdivision. Liaise with relevant stakeholder on IKS. Contribute information towards the development of policies and legislation. Give input to strategic and operational plans as well as budget. Provide support on community projects and initiatives. Attend to issues related to IKS as delegated by supervisor. Ensure management of stakeholder and maintenance of IKS Centres in the province. Ensure management of stakeholder and maintenance of IKS database in the province.
- DUTIES** : Organize community programs on IKS. Ensure the implementation of Policy Framework and other relevant legislation in liaison with DTI. Training (Category B) To do basic planning i.r.o supplies needed / processes to follow to perform tasks. Planning and organizing (Category B) How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work. Planning and Organizing (Category C) Ability to plan activities which may include projects and policy matters, It may include more than one project and reports will have to be compiled. Computer (Category A) Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packaging. Computer (Category B) Detail knowledge of the operation/ utilization of specific computer packages and efficient utilization of both hardware and software. Administration procedures relating to specific working environment including norms and standards. Reporting procedures. Meeting procedures. How to research/ gather information and analyze it. Compilation of project reports. Program/project planning.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No 011 355 /2861/2606/2539/2720

POST 14/304 : **PRINCIPAL ARCHIVIST REFS: SACR/127 (X2 POSTS)**
 Directorate: Provincial Archives

SALARY : R331 188 per annum, (plus benefits)
CENTRE : Kagiso (Provincial Archive Centre)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. Skills: Organizing. Report writing. Ability to operate computers. Interpersonal relationship. Problem solving. Project management. Budgeting. Verbal and written communication. Presentation and Training. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: Records Management practices. National Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Supply Chain Management Regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.

DUTIES : Ensure and monitor compliance to prescribed standards. Prepare, consolidate and ensure proper storage of described and arranged records. Assist in the receiving of records at the Provincial Archives. Ensure efficient reading room services and give professional advice. Monitor access to records and ensure compliance. Assist in historical and heritage collection development.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606/2539/2720/2861

POST 14/305 : **LIBRARIAN REF NO: SACR/128**
 Directorate: Library services/ Corridor Coordination

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Tshwane
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. Skills: Organizing own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes.

DUTIES : Provide internal and external communications support. Ensure marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photo journalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor own performance.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606/2539/2720/2861

POST 14/306 : **LIBRARIAN REF NO: SACR/129 (X2 POSTS)**
 Directorate: Library services/ Corridor Coordination

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Ekurhuleni
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. SKILLS: Organizing own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes.

DUTIES : Provide internal and external communications support. Ensure marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photojournalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor own performance.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/307 : **LIBRARIAN REF NO: SACR/130 (X1 POST)**
Directorate: Library services/ Corridor Coordination

SALARY CENTRE REQUIREMENTS : R269 214 per annum, (plus benefits)
: Johannesburg (Head office)
: The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. Skills: Organizing own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes.

DUTIES : Provide internal and external communications support. Ensure marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photojournalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor own performance.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/308 : **HUMAN RESOURCE OFFICER: SERVICE BENEFITS REF NO: SACR/131**
Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS : R269 214 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 Certificate plus National Diploma (NQF 6)/Degree (NQF 7) in Human Resource Management/Public Management/Administration. A minimum of 2 - 3 years' experience in Human Resource Administration. A valid drivers' License. Knowledge: PERSAL system and HR Administration. DPSA Legislation and processes. HR prescripts including delegation. SACR Mandate, vision, mission and values. SACR governance and functional structures. DPSA Organizational Framework. Skills: Interpersonal skills. Project management. Technical Analytic skills. Negotiation skills. Planning and Organizing skills. Problem solving. Conflict management. Excellent Verbal and written communication. Leadership. Computer literacy. Report writing.

DUTIES : Ensure compliance to delegations, HR policies and procedures. Assist with the drafting of procedure manuals for service benefits. Process all personal and service benefit administration transaction within operational standards. 100% of transactions referred to GDF within operational standard. Implement transaction follow-up procedures. 100% of transactions implement correctly. Submit transaction registers on a weekly basis. Immediately report on non-compliance to personnel administration procedures. Ensure 100% of enquiries are addressed within 24 hours. Ensure documents are submitted to registry for filing within 1 working day after completion. Assist with the provision of information for auditors. Forward appointment documents to GDF within 2 working days. Submit mandates for salary payments within 2 working days. Submit weekly work reports. Submit

- monthly reports and relevant statistics. Assist with filing of documents and drawing of files. Facilitate service benefits workshops.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/2606/2539/2720
- POST 14/309** : **DESKTOP TECHNICIAN REF NO: SACR/132 (X2 POSTS)**
Directorate: ICT
- SALARY** : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 certificate plus a 3 year National Diploma (NQF 6)/ Degree (NQF 7) in Information Technology MCSE, A+ and N+. A minimum of a 3 Years' Experience in desktop support. Knowledge: Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. Skills: Technical skills. Planning & Organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation and Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.
- DUTIES** : Perform hands-on fixes at the desktop level. Install and upgrade software, install hardware. Implement file backups and configure system and applications. Perform preventative maintenance. Check and clean workstations, printer and peripherals. Analyse information and evaluate results to choose the best solution and solve problem. Provide telephony support services including support of Departmental mobile phones. Coordinate the repairing and replacing of hardware equipment's. Assist in coordinating special projects including network related. System installation, backup, maintenance and problem solving. Assist and provide support on WAN/LAN and other technology as requested. Updating anti-virus definition files. Monitoring network servers and providing internet and intranet user support. Produce statistics and management reports relating to the regional office. Take ownership of user problems and follow up the status of problem on behalf of the user. Provide basic training MS office application used within the organization. Logging calls on Track-it system if and when helpdesk operator is not available. Provide IT audits for all IT equipment. Coaching and Mentoring learners and interns. Provide technical support of all transversal applications. Interpret and translate customer requirements. Perform quality checks & escalate calls. Document problems and resolutions. Participate in all IT projects. Ensure satisfied user community. Provide support to all regional offices (Hubs, Cluster and Libraries).
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861
- POST 14/310** : **PERSONAL ASSISTANT: CREATIVE INDUSTRIES REF NO: SACR/133**
Directorate: Creative Industries
- SALARY** : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a 3-year Secretarial Diploma/National Diploma (NQF Level 06) or equivalent qualification. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.
- DUTIES** : Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and

reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/2606/2539/2720

POST 14/311 : **LANGUAGE PRACTITIONER: ENGLISH REF NO: SACR/134**
Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES : Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/312 : **LANGUAGE PRACTITIONER: AFRIKAANS REF NO: SACR/135**
Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES : Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and

maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/313

: **LANGUAGE PRACTITIONER: TSHIVENDA REF NO: SACR/136**
Directorate: Heritage

SALARY

: R269 214 per annum, (plus benefits)

CENTRE

: Johannesburg (Head office)

REQUIREMENTS

: The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES

: Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/314

: **LANGUAGE PRACTITIONER: XITSONGA REF NO: SACR/137**
Directorate: Heritage

SALARY

: R269 214 per annum, (plus benefits)

CENTRE

: Johannesburg (Head office)

REQUIREMENTS

: The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES

: Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language

problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/315 : **LANGUAGE PRACTITIONER: SETSWANA REF NO: SACR/138**

Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)

CENTRE : Johannesburg (Head office)

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES : Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/316 : **LANGUAGE PRACTITIONER: SIGN LANGUAGES REF NO: SACR/139 (X2 POSTS)**

Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)

CENTRE : Johannesburg (Head office)

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics/ South African Sign Language (SASL) with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Interpretation will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development

DUTIES

and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

: Study and analyse source document. Translate the document. Check and edit translated document. Revise/ check own translation. Submit translated document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/language problems with possible solutions for future reference. Record and file translated document. Compile document on source and target language content. Compile draft versions of the preface, explanatory notes, acknowledgements, bibliography, addenda, annexure and the title page. Study and analyse document. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Proofread documents translated or edited. Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Participate in the identification of potential collaborators (subject field specialists) for consultation on terminology issues. This includes identification of collaborators and recommendations to supervisor. Participate in the demarcation of the scope of projects. This would include determining the level of vocabulary and definitions required as outcome of the project in cooperation with the identified user group. Participate in the identification of sources of terminology, i.e. documents and literature on the subjects to be covered in the project in consultation with subject specialists. Conduct research and provide professional advice and support to translators and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain language databases. Undertake research on new language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and writing clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved language programmes.

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/317

: **DATABASE ADMINISTRATOR REF NO: SACR/140**
Directorate: ICT

SALARY
CENTRE
REQUIREMENTS

: R218 064 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have Grade 12 certificate plus a 3 year National Diploma (NQF 6) in IT MCSE, A+ and N+. A minimum of a 3 Years' Experience in desktop support or in server administration. Knowledge: Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. Skills: Technical skills. Planning & Organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.

DUTIES

: Co-ordinate and implement security measures to safeguard databases. Establish the needs of users and monitoring user access and security. Monitor performance and manage parameters to provide fast responses to front-end users. Refine the logical design so that it can be translated into a specific data model. Further refining the physical design to meet system storage requirements. Install and test new versions of the database management system (DBMS). Maintain data standards, including adherence to the Data Protection Act. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control Access Permissions and privileges. Develop, manage and test back-up and recovery plans. Ensure that storage and archiving procedures are functioning correctly. Carry out capacity planning. Work closely with IT project managers, database programmers and multimedia programmers. Communicate regularly with technical, applications and operational staff to ensure database

integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purpose. Manage the security and disaster recovery aspects of a database.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/318 : **RECEPTIONIST REF NO: SACR/141 (X2 POSTS)**
Directorate: Provincial Archives

SALARY : R181 599 per annum, (plus benefits)

CENTRE : Kagiso

REQUIREMENTS : The successful candidate should have a grade 12 Certificate (NQF level 4 or 5) or Office / Public Administration Certificate. No experience required. An experience as a receptionist will be an added advantage. Inherent requirement of the job: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606/2861/2539

POST 14/319 : **RECEPTIONIST REF NO: SACR/142**
Directorate: Museums and Monuments

SALARY : R181 599 per annum, (plus benefits)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have a grade 12 Certificate (NQF level 4 or 5) or Office / Public Administration Certificate. No experience required. An experience as a receptionist will be an added advantage. Inherent requirement of the job: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/320 : **ADMINISTRATION CLERK GRADE 1 (RESEARCH POLICY COORDINATION AND KNOWLEDGE) REF NO: SACR/143**
Directorate: Strategic Management

SALARY : R181 599 per annum, (plus benefits)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma in Public Administration will be an added advantage. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.

DUTIES : General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

- POST 14/321** : **ADMINISTRATION CLERK (PLANNING AND REPORTING) REF NO: SACR/144**
Directorate: Strategic Management
- SALARY** : R181 599 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma in Public Administration will be an added advantage. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.
- DUTIES** : General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861
- POST 14/322** : **REGISTRY CLERK REF NO: SACR/145**
Directorate: Office of the HOD
- SALARY** : R181 599 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade12 Certificate. No experience. Skills: Computer literacy, good communication skills, interpersonal relations, flexibility, teamwork, knowledge of registry duties, storage and retrieval procedures according to the working environment. Knowledge in the registry, office filing and of Batho Pele Principle. Knowledge of Government processes and procedures.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing Correspondence. Render an effective filing according to the departmental File plan and record management services. Operate office machines in relations to the registry function. Process documents for archiving and disposal.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861
- POST 14/323** : **CLEANER SUPERVISOR REF NO: SACR/146**
Directorate: Facilities Management
- SALARY** : R151 884 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 certificate. A minimum of 2 years' experience in cleaning services environment. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds.
- DUTIES** : Oversee cleaning services of offices, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment's. Make a requisition and issue cleaning materials. Supervise cleaners. Perform administrative and related functions. Provide guidance and advice cleaners. Develop and update the cleaning roster.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/2606/2539
- POST 14/324** : **SECURITY OFFICERS REF NO: SACR/148 (X2 POSTS)**
Directorate: Security and Facilities Management
- SALARY** : R128 166 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Basic Security Officer's Course. Basic education and Training. Registered with Psira. A minimum of 2-3 years' experience in government premises. Knowledge of control and access to public premises Act

53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & Psira Act 56 of 2001). Knowledge of emergency procedures in the workplace.

DUTIES : Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied by pass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/325 : **CLEANERS REF NO: SACR/149 (X3 POSTS)**
Directorate: Facilities Management

SALARY : R107 196 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have Grade 12 certificate. No experience required. An experience as a cleaner will be an added advantage. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds.

DUTIES : Cleaning Offices, elevators, floor and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Cleaning basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use. Request cleaning material.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2539/2861/2606

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

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

CLOSING DATE : 09 May 2023

NOTE : Applicants must not submit copies/attachments/ proof /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.

OTHER POSTS

POST 14/326 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: CSL28/2023**
Re-advertising of post number: CSL32/2022 and applicants who previously applied for this post must re-apply as previous applications will not be considered.

SALARY : R766 584 per annum 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 : An (NQF level 6) qualification recognized by SAQA in Financial Management or Auditing or relevant equivalent together with a minimum of three years Junior Management experience in the financial management environment with specific reference to Internal Audit services. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of Public Service Act and Regulations, PFMA, Treasury Regulations, Treasury Practice Notes, Knowledge of Project Management, Communication skills, Project management skills, Report writing skills, financial management skills, BAS and PERSAL.

DUTIES : To provide internal control services in the department. Manage the implementation of internal audit recommendations. Manage the implementation of external audit recommendations. Undertake internal control reviews to ensure compliance with prescripts, policies and procedures. Manage enquiries/investigations on irregular and fruitless and wasteful expenditure. Ensure effective management of resources for the Sub-Directorate.

ENQUIRIES : Ms. N.T Hlengwa Tel No: 033 – 3419300

POST 14/327 : **DRIVER / MESSENGER REF NO: CSL29/2023**
Re-advertising of post number: CSL31/2022 and applicants who previously applied for this post must re-apply as previous applications will not be considered. Shortlisted candidates may be required to undergo a drivers competency assessment

SALARY : R151 884 per annum (Level 04)

CENTRE : Durban

REQUIREMENTS : Junior Certificate or equivalent qualification together with a minimum of 1 year driving experience. A valid C1 driver's license with a PDP. Driving experience acquired in reputable organisation/s with traceable reference/s will be an added advantage. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre),

Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirement for the storage of the vehicle, Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform a messenger functions and routine office support like registry functions and the making of photocopies. Driving skill, Good Interpersonal relations skills, Communication Skills.

DUTIES : To provide effective and efficient driving and messenger duties to the office of the Head of Department / Office of the MEC. Drive light and medium motor vehicles. Render a messenger support service in the relevant office. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Do routine maintenance on the allocated vehicle.

ENQUIRIES : Ms. S.P Bhengu Tel No: 033 - 3419300

DEPARTMENT OF HEALTH

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department.)

OTHER POSTS

POST 14/328 : **HEAD CLINICAL UNIT REF NO: HCUANAEST/1/2023**

Department: Anaesthesiology

This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Pain Medicine based in IALCH: It is envisaged that these posts will share duties and responsibilities. This will facilitate optimum service provision at IALCH and the relevant drainage area.

SALARY CENTRE REQUIREMENTS : R1 807 380 per annum, (all-inclusive package excluding commuted overtime)
 : Inkosi Albert Luthuli Central Hospital (PMB Metropolitan Hospital Complex)
 : FCA (SA) or MMed in Anaesthesia. Registration with HPCSA as a Specialist Anaesthesiologist. 5 years post registration experience as a Specialist Anaesthesiologist. Current HPCSA registration as Specialist Anaesthesiologist. Recommendation: Experience in managing clinical services in a > 350 bed hospital. Proven ability to provide specialised anaesthesia care in special domains such as cardiac, high-risk anaesthesia (vascular/ specialised surgery) and paediatric anaesthesia. Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Track record of academic publications. Knowledge, Skills, Experience and Competencies: Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline. An in-depth knowledge of the functioning of the Anaesthesia Department. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. The applicant will be expected to manage anaesthesia in a wide range of areas including areas of their special interest, as well as areas of need. Ability to perform appropriate specialised procedures, such as ultrasound guided regional blocks and vascular access, and trans-oesophageal or transthoracic or echocardiography, fiberoptic intubations, and front of neck access for airways management. Preoperative assessment, intra-operative management and postoperative care of patients undergoing anaesthesia. Proven academic capabilities and training experience. Participation in the After Hours call system is essential. Behavioural Attributes: Ability to work within a team, to supervise teams and junior staff, and be supervised. Stress tolerance. Ability to adapt and to respond timeously to changing work environments. Self-confidence. Capacity to build and maintain relationships Good communication skills. Leadership and decision making skills. Knowledge of conflict resolution and disciplinary procedures. To be a professional and promote professionalism in the field of anaesthesia.

DUTIES : Manage the Anaesthetic department of a quaternary hospital in conjunction with the HCU and other HCUs Participate in the clinical anaesthetic service of a quaternary hospital by: -Providing consultant cover in theatre daily. Providing after-hour consultant cover in Anaesthetics Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic Undertaking development of sub-specialty services at IALCH Peri-operative Analgesic Service. Specialised Surgical

Services – cardiac, vascular, thoracic, high risk specialized surgery. Participate in outreach programs for the development of safe anaesthetic services in the IALCH catchment area. Participate in the departmental teaching programs for post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties without lessening one's own responsibility and accountability for actions taken on one's behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programs. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

**ENQUIRIES
APPLICATIONS**

: Dr L Cronje Tel No: 031 240 1804/5
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

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

CLOSING DATE

: 09 May 2023

POST 14/329

: **HEAD CLINICAL UNIT (RADIOLOGY) REF NO: MAD 26/2023 (X1 POST)**

SALARY

: Grade1: R1 807 380 – R1 918 284 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

**CENTRE
REQUIREMENTS**

: Madadeni Provincial Hospital
 : Sound knowledge and experience of all radiology modalities, protocols and procedures. Must be able to perform radiology guided (ultrasound, CT, etc.) interventional procedures such as biopsies. Sound experience and competency in MRI and Breast imaging will be of advantage. Ability to teach and supervise medical officers and registrars. Good verbal and written communication skills. Good

interpersonal skills and ability to function in multidisciplinary teams. Professionalism and concern for excellence. Knowledge, Skills and Competencies required: Planning and implementation of Specialist Radiological services. Participate/provision if after-hour service. Co-ordination and equitable rationalization of Specialist radiological service Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Liaison with the relevant Chief Specialist regarding service development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Participate and facilitate clinical research. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Perform commuted overtime in line with hospital needs. Manage EPMDS of the General Surgery department.

- ENQUIRIES** : Dr. X.F Nene Tel No: 034 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 12 May 2023
- POST 14/330** : **MEDICAL SPECIALIST (RADIOLOGY) (GRADE 1-3) REF NO: MAD 27/2023 (X1 Post)**
- SALARY** : Grade 1: R1 156 308 – R1 227 255 per annum
Grade 2: R1 322 100 – R1 403 235 per annum
Grade 3: R1 534 356. – R1 918 284 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Specialist **Grade 1**: An appropriate qualification in the appropriate Health Science (MBCHB). Plus, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Radiology. Knowledge, Skills and Competencies required: Sound clinical knowledge and experience in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Interpretation and reporting of images of all radiology modalities. Providing outpatient, inpatient and outreach radiology services. Teaching and supervision of medical officers and registrars. Ensuring provision of a high quality and efficient comprehensive radiology service. Assist with quality improvement initiatives including clinical audits and continued professional. development activities aligned

to departmental needs Assist in the development of management policies and protocols. Organise, prepare for and chair interdepartmental clinical and academic meetings. Perform compulsory commuted overtime Radiology research. Participation in commuted overtime is compulsory.

**ENQUIRIES
APPLICATIONS**

: Dr. X.F Nene Tel No: 034 328 8007
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital,
Private Bag X6642, Newcastle, 2940

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 12 May 2023

POST 14/331

: **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS) REF NO: MAN
27/2023 (X1 POST)**

SALARY

: R881 961 – R992 634 per annum, (all-inclusive package). Other Benefits: 8% Inhospitable Area Allowance, 13th Cheque, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Harry Gwala Regional Hospital
: Senior certificate/Grade 12. Basic R425 Qualification (i.e. Diploma/Degree in Nursing obtained from the Varsity/College) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration certificate with the SANC as a Professional Nurse. A minimum of nine (9) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and atleast four (4) years of the period referred to above must be appropriate / recognizable experience at Management level. Knowledge of relevant legislative framework governing the Public Service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients' needs and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and 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 nursing division. Provide professional, technical and management support for the 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 implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish,

maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective patient care across all domains. 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. Recommendation: Diploma /Degree in Nursing Management will be an added advantage.

**ENQUIRIES
APPLICATIONS**

: Mrs. N.T. Nxaba Tel No: 033 395 4039
 : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.

**FOR ATTENTION
NOTE**

: Mr. T.C. Manyoni
 : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 12 May 2023

POST 14/332

: **DEPUTY DIRECTOR: STAKEHOLDER RELATIONS REF NO: G48/2023**
 Cluster: Clinical Support Services

**SALARY
CENTRE
REQUIREMENTS**

: R766 584 per annum (Level 11), (an all-inclusive salary package)
 : Head Office: Pietermaritzburg
 : Grade 12 Certificate. An Appropriate Bachelor's Degree/National Diploma or equivalent in Stakeholder relations, Communications, Public relations. Computer Literacy: Word, Excel and PowerPoint. Five (5) years' experience in a Management environment. Approved appropriate statutory council registration. Valid Code 8 Driver's License. Job Purpose: To ensure the provision of TB, PHC, HIV AND AIDS stakeholders co-ordination services: Knowledge, Skills, Training And Competencies Required:- Analyse national policy imperatives, published research results, disease profiles, health system information and best practices in the management of HIV, AIDS, STI's and TB with a view to determine departmental policy "gaps" for the fair and equitable distribution of NGO' to effectively and efficiently manage opportunistic disease. Based on relevant disease profiles, facilitate processes for the allocation of external resources to Health Districts.

Provide advice to the Chief Director for the enhancement of systems development. Ensure all partners dealing with the Directorate have duly signed Memoranda of Agreement before undertaking any service delivery intervention. Monitor and evaluate the performance of none-governmental organizations with a view to ensure absolute adherence to the requirements of signed Memoranda of Agreement.

DUTIES

: Development and updating of database of all None-Governmental Organizations providing services related to Social-ills, PHC, MCWH, TB, STI's, HIV and AIDS related services delivered by NGO's on behalf of the Department. Development of a provincial map of all Social-ills, PHC, MCWH, TB, STI's, HIV and AIDS related services delivered by NGO's on behalf of the Department. Design monitoring and evaluation tools and provide guidance in the carrying out of appropriate M&E interventions to ensure effective and efficient service delivery. Continuous reporting on the performance of None-Governmental Organizations tasked with the provision of services on behalf of the Department. Ensure None-Governmental Organizations fully adhere to the Batho Pele principles when discharging their responsibilities. Facilitate the Advocacy and Social mobilization activities including the Strategic Health Program events. Work with HAST programme managers to create content for marketing HAST programmes. Work with Corporate Communications in ensuring that all messages and printing materials are in line with the KZN DOH Corporate Communication Policy. Work with other stakeholders to ensure that Health calendar activities are implemented in the KZN DOH. Coordinate, facilitate implementation and monitor all ASM activities and report to HAST Director. Coordinate support partners for the HAST program this include but not limited to ensuring valid memorandum of agreements with KZN DOH.

**ENQUIRIES
APPLICATIONS**

: Mr. AT Ndabandaba Tel No: 033 940 2656
: 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
NOTE**

: Ms N Makhathini
: 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

: 19 May 2023

POST 14/333

: **CLINICAL PSYCHOLOGIST GRADE 1, 2 & 3 REF NO: CP 13/2022**

SALARY

: Grade 1: R745 785 - R819 921 per annum, (all-inclusive package)
Grade 2: R870 231 - R965 835 per annum, (all-inclusive package)
Grade 3: R1009 944 - R1189 656 per annum, (all-inclusive package)
(Consist of 70% basic salary and salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 12 % In- Hospitable Allowance of basic salary.

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: Senior Certificate / Grade 12. Degree in Social Science (qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of eight (08) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of nine (09) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of sixteen (16) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of seventeen (17) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist 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: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Knowledge of departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organizing and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issues.

DUTIES

: Ensure the rendering of clinical psychology services to hospital facilities. Organise and implement events for mental health public awareness in line with I Hospital health promotion events calendar. Be part of multidisciplinary team. Participate in rendering outreach services to regional and district hospitals and PHC facilities. Participation in the development of psychological services in the region. Participation in academic activities. Participate in Quality improvement programmes in the Psychology Department and the hospital. Participate in ongoing professional development within the Department and hospital.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).

Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 09 May 2023
- POST 14/334** : **ASSISTANT MANAGER NURSING SPECIALTY AREA (MCWH) REF NO: AMN MCWH 11/2023 (X1 POST)**
- SALARY** : R642 942 - R723 624 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. One year post Basic Diploma in Advanced midwifery and Neonatal Nursing Science. Current registration with SANC as General Nurse and midwife. A minimum of 10 years appropriate/ recognisable experience after registration as a Professional Nurse with SANC in General nursing. At least 6 years of the period above must be recognizable experience after obtaining one year post Basic qualification in advanced midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Recommendations: Diploma/degree in Nursing Management. Knowledge, skills, training and competencies required: Financial management, leadership, organizational, decision making and problem solving skills, Knowledge of public service policies and other health related prescripts, Sound knowledge of code of conduct. Good interpersonal skills, Human Resource management and Labour Relations Act, knowledge of public services acts, regulations and policies, knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct, knowledge on SANC rules and regulations. Computer literacy with proficiency in MS office software application.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Ensure implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure cost effective and appropriate management of resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Ensure staff development, implementation and evaluation of EPMDS in line with departmental prescripts. Provide effective and professional leadership in Clinical Governance to ensure clinical accountability and quality patient care. Participate in Nerve Centre Meetings and provide guidance. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Provide leadership in the implementation of the National Core Standards. Ensure quality Data Management.
- ENQUIRIES** : Nursing Manager: Mr Mt Dube Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which

may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<u>CLOSING DATE</u>	:	9 May 2023
<u>POST 14/335</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) ADVANCED MIDWIFERY REF NO: SAH 19/2023 (X1 POST)</u>
<u>SALARY</u>	:	R642 942 per annum. Other Benefits: 13 th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital Senior Certificate. Diploma / Degree in Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 6 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Proof of previous and current work experience endorsed by Human Resource (Only shortlisted candidates). Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the Public Service, Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e manage workplace discipline. Monitor and ensure proper utilization of financial and physical resources. Implement and monitor EPMDS Policies. Monitor and manage Human Resources. Monitor the implementation of National core standards. Improve data management as well as management of all relevant programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs MR Singh Tel No: 039 433 1955 EXT 211
<u>FOR ATTENTION NOTE</u>	:	Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680. Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting

copies/attachments/proof/certificates/ Identity Document/ Driver's Licence/qualifications, only when shortlisted. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/336** : **OPERATIONAL MANAGER NURSING PHC, REF NO: OPM PHC EKUP 12/2023 (X1 POST)**
Component: Ekuphumuleni Clinic
- SALARY** : Grade 1: R588 378 - R662 220 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills.
- DUTIES** : Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure quality data management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.
- ENQUIRIES** : Assistant Manager PHC: Mr Pm Mnguni Tel No: 035-4734500

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 9 May 2023
- POST 14/337** : **OPERATIONAL MANAGER (SPECIALTY) OPERATING THEATRE REF NO: SAH 20/2023 (X1 POST)**
- SALARY** : R588 378 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital
 : Diploma / Degree in Nursing. Current registration with SANC as a General Nurse and Midwife. Plus 1 year post basic qualification in Operating theatre technique. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Proof of current and previous work experience endorsed by HR (Certificate of service) (Only shortlisted candidates). Knowledge, Skills and Competencies. Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.
- DUTIES** : To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in Quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance

and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention, detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

: Mrs MR Singh Tel No: 039 433 1955 EXT 211
: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding, 4680.
: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Applicants are not submitting copies/attachments/proof/certificates/ Identity Document/ Driver's Licence/qualifications, only when shortlisted. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 09 May 2023

POST 14/338

: **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: UMP 6/2023**

SALARY
CENTRE
REQUIREMENTS

: R507 540 per annum
: Umphumulo Hospital
: Matric certificate. Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2023) if short-listed. In depth knowledge of Nursing legislation, Occupational Health and Safety Act. Knowledge of Quality management guidelines and protocols Ability to formulate patient care related policies. Skills in team building, relationship and conflict management. Ability to coach, mentor, and facilitate. Analytical thinking Good communication and leadership skills. Ability to conduct multidisciplinary meetings Recommendation: Experience in Quality Assurance & Accreditation. Code B driver's licence.

DUTIES

: Promote a quality assurance culture within the institution. Ensure that patient and staff satisfaction is monitored and action plans are developed to address identified shortcomings. Ensure availability, monitoring and evaluation of quality assurance and improvement plan supporting hospital strategy. Conduct waiting times & PEC surveys. Monitor and evaluate compliance to Regulated Norms & Standards, Ideal Clinic and Hospital Realisation. Ensure review of existing policies, standards and clinical guidelines, facilitate formulation of new policies, standards and clinical guidelines and develop capacity within the facility. Ensure a safe treatment and work environment, facilitate and develop competencies regarding risk management, prevention of injury on duties, multidisciplinary clinical audits, negative incident & complaint management. Monitor and keep record of all identified service delivery shortcomings, facilitate the development of action plans,

ensure that skills development plan / training initiatives address the identified shortcomings and ensure co-ordination and availability of in-service training programme for all staff. Participate actively in researching the concept of Quality, benchmarking with District, Provincial and National quality Leaders. Co-ordinate the development of appropriate intervention programmes which support the attainment of quality compassionate patient care. Conduct meeting on quality improvement strategies. Prepare and submit monthly progress reports to the District Quality Manager. Provide ongoing feedback to management in order to ensure that the process of quality assurance is on track and that policies are being implemented.

- ENQUIRIES** : K. Rewthi-narian Tel No: 032 4814217
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department,
- FOR ATTENTION** : Mr S. M. Naidoo
- NOTE** : 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 must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof 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 to 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. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 09 May 2023
- POST 14/339** : **CLINICAL PROGRAMME CO-COORDINATOR GRADE 1 (QUALITY ASSURANCE MANAGER) REF NO: OTH CHC 14/2023 (X1 POST)**
- SALARY** : R464 466 per annum. Other Benefits: 12% Rural Allowance of Basic Salary 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE** : Othobothini Community Health Centre (Jozini)
- REQUIREMENTS** : Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current Registration with SANC as Professional Nurse. Recommendation: Valid driver's license. Computer literacy. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of National Core Standard and Provincial Quality initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter).
- DUTIES** : Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standard and Provincial initiatives

(Patients Right Charter, Batho Pele programmes, PEC, waiting times survey, clinical governance, ideal CHC and ideal clinics etc.). Coordinate quality improvement initiatives at the institution and clinics. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the PHC clinics and CHC package of care. Identify, facilitate and co-ordinate all QIP's. Conduct survey to all priority programme e.g. CHC, MCWH, HAST, PMTCT, IMCI, SRH and ICDN) etc. within the institution and satellite clinics. Manage the accreditation programme for the institution and clinics.

- ENQUIRIES APPLICATIONS** : Ms. N.I Mthethwa Tel No: 035 572 9002
 : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 19 May 2023
- POST 14/340** : **OPERATIONAL MANAGER NURSING GENERAL (TRIAGING) REF NO: OPM GEN 13/2023 (X1 POST)**
- SALARY** : Grade 1: R464 466 - R522 756 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
 : Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Demonstrate a basic understanding of HR and financial policies and practices. Computer skills.
- DUTIES** : Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of Patients.
- ENQUIRIES APPLICATIONS** : Nursing Manager: Mr Mt Dube Tel No: 035-4734500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

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

CLOSING DATE : 09 May 2023

POST 14/341 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL STREAM) REF NO: PMMH/OMN/TCC/01/2023**

SALARY : R464 466 – R522 756 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque Medical Aid (Optional) In-hospital Area Allowance (8% of Basic Salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
 : Operational Manager Grade 1 Basic R 425 qualification (i.e. Degree/ Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a 'Professional Nurse'. Certification of Registration with SANC as a Professional Nurse Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training And Competencies Required: Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as:- Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Operational management skills Ability to interact with diverse stakeholders and health care users and givers. Good communication skills/ Report writing skills/ Facilitation skills/ Coordination skills/ Liaison skills/ Information skills/ Planning and organizing skills/ Computer literacy skills.

DUTIES : Manage and monitor proper utilization of human, financial and physical resources Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. NB: Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any Nurse component.

ENQUIRIES APPLICATIONS : Mrs J Murugan Tel No: 031-9078387
 : All applications to be forwarded to: The Hospital Manager, Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060

FOR ATTENTION NOTE : Mrs RM Abboo
 : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) Only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from

01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male, Coloured Male, Indian Male and White Male/female are encouraged to apply for the post. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 19 May 2023
- POST 14/342** : **CLINICAL PROGRAMME COORDINATOR (HIV/AIDS-PREVENTION) REF NO: ZULCLIN/2023**
- SALARY** : R464 466 per annum. Other Benefits may include: (Rural allowance on a claim basis)
- CENTRE** : Zululand Health District office, Ulundi
- REQUIREMENTS** : Senior Certificate (Grade 12). An appropriate B Degree/National Diploma or equivalent qualification/ Nursing Science. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing, plus current SANC receipt. Only shortlisted candidate will submit proof. Skills: Strong communication and presentation skills. Ability to think critically in difficult situations. Sound project management skills. Facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objective into practical planning framework. Ability to prioritize issues and other work-related matters and comply with the time frames. Proven initiative decisiveness, dedication and the ability to acquire new knowledge swiftly. Ability to make independent decision. Computer literacy.
- DUTIES** : To plan and coordinate integrated, efficient and effective HIV Testing services, Condom distribution, PrEP rollout, HIV Self screening, District Aids Committee, multi stakeholders engagements, Sexual Transmitted infection, TVETs, HTA fixed and mobile sites, Hotspots such as taxi rank, Tavern to offer individualised quality health care service. Ensure HAST programmes implementation (MMC, HTA, TVETs, STI and CONDOM distribution) in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Plan, organize and conduct community rallies and event that convey health messages and practices which support HIV prevention strategies. Formulate operational plans and business plans for combination Prevention packages. Monitor budget allocated to MMC, PrEP, HTAs and STIs. Conduct support visits and report on findings to district health management. Facilitate the contracting of traditional MMC coordinators and contracted condom distributors. Facilitate the establishment and functionality of high transmission sites for key populations. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main streams of PHC services. Coordinate trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations.
- ENQUIRIES** : Mr SV Vilakazi: Tel No: 035- 8740600
- APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag X81 Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838

NOTE

: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

CLOSING DATE

: 12 May 2023

POST 14/344

: **ULTRASOUND RADIOGRAPHER GRADE 1, 2 & 3 - MAL CHC 10/2023**

Department: Radiology

SALARY

: Grade 1: R413 688 per annum
Grade 2: R487 305 per annum
Grade 3: R574 020 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements) + 17% Rural Allowance

CENTRE

: Mfundo Arnold Lushaba CHC

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professionals' Council of South Africa (HPCSA) as an Ultrasound Radiographer; Initial and current registration with the Health Professionals' Council of South Africa (HPCSA) as an Ultrasound Radiographer; proof of current and previous working experience endorsed by Human Resource department (certificate of service) and confirmation letter of relevant experience from their supervisors in an official letterhead; Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service; as required in South Africa; One-year experience after registration with the Health Professional Council of South Africa as a Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service as required in South Africa; A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Ultrasound Radiographer in respect of RSA qualified employees who performed

Community Service as required in South Africa; A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as an Ultrasound Radiographer 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 knowledge of diagnostic sonography practice and ethos; Ability to perform quality assurance tests; Knowledge of relevant Health and Safety Acts; Knowledge of current health and public service, legislation, regulations and policy; Good communication and interpersonal skills, decision making and problem solving skills; Planning and organizing skills.

- DUTIES** : Provide high quality ultrasound services consistent with scope of practice and clinical standards; Execute all clinical procedures and examinations competently to prevent patient safety incidences and miscommunication; Inspect and use equipment to ensure compliance with safety standards; Assist in compiling reports and statistics for work area; Provide health education on patient's conditions whilst upholding patients' rights and keeping to scope of practice; Participate in quality assurance programs Participate in EPMDs; Promote Batho Pele Principles in the execution of duties for effective and efficient service delivery; Assist with ultrasound patient bookings by ensuring request forms are filled properly with adequate medical and clinical information to carry out examination; Promote good health practices and ensure optimal patient care; Provide training, guidance and supervision to junior staff; Perform other duties as per delegation by radiography management.
- ENQUIRIES** : Dr Z.M Bikitsha Tel No: 039 9728176
- APPLICATIONS** : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220
- FOR ATTENTION** : Miss S. Pillay
- CLOSING DATE** : 12 May 2023

POST 14/345 : **CLINICAL NURSE PRACTITIONER (X15 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
- 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 Norms and Standards, Ideal Clinic and data management.

- DUTIES** : Demonstrate effective communication with patients, supervisors 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 effective 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 Norms and Standards and Ideal Clinic Realisation and Maintenance Framework. 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.
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male)
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/346</u>	:	<u>CLINICAL NURSE PRACTITONER: PRIMARY HEALTH CARE KING DINUZULU CLINIC REF NO: CNP KDC 14/2023</u>
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 - R606 042 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience Grade 2: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational

		Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
<u>ENQUIRIES</u>	:	Nursing Manager - Mr Mt Dube Tel No:(035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	09 May 2023
<u>POST 14/347</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE</u> <u>EKUPHUMULENI CLINIC REF NO: CNP EKUP 15/2023</u>
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 - R606 092 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African

Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

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

ENQUIRIES : Nursing Manager - Mr Mt Dube Tel No: (035) 473 4500
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

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

CLOSING DATE : 09 May 2023

POST 14/348 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE NDLANGUBO CLINIC REF NO: CNP NDL 16/2023**

SALARY : Grade 1: R400 644 - R464 466 per annum
 Grade 2: R492 756 - R606 042 per annum
 Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

CENTRE : Eshowe District Hospital
REQUIREMENTS : Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year

in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC).). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Nursing Manager - MR Mt Dube Tel No: (035) 473 4500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 9 May 2023

POST 14/349 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE GATEWAY**
CLINIC REF NO: CNP GW 17/2023

SALARY : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance:
employee must meet the prescribed requirements

CENTRE : Eshowe District Hospital

REQUIREMENTS : Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC)). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience
Grade 1: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

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

ENQUIRIES : Nursing Manager - Mr Mt Dube Tel No: (035) 473 4500

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

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).

Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 09 May 2023
- POST 14/350** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE MOBILE CLINIC**
REF NO: CNP MOBILE 18/2023
- SALARY** : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of at least 1 year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC)). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
- ENQUIRIES APPLICATIONS** : Nursing Manager - Mr Mt Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83

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

CLOSING DATE

: 9 May 2023

POST 14/351

: **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM – OPHTHALMOLOGY REF NO: PMMH/PN/OPTHAL/01/23**

SALARY

: Grade 1: R400 644 – R464 466 per annum
 Grade 2: R492 756 – R606 042 per annum
 Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

REQUIREMENTS

: **Grade.1** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Ophthalmology', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment and Experience Requirements: Professional Nurse **Grade 2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Ophthalmology', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating theatre) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. Demonstrate in depth knowledge and understanding of Infection Prevention and Control Policies and practices.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES : Mrs J Murugan Tel No: 031-9078387

APPLICATIONS : All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060

FOR ATTENTION : Mrs RM Abboo

NOTE : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male, Coloured Male, Indian Male and White Male/female are encouraged to apply for the post. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 19 May 2023

POST 14/352 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 19/2023 (X4 POSTS)**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital (Ntombiyephahla Clinic – Kwagwebu)

REQUIREMENTS : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations

		and related ethical nursing practices within a primary health care environment. Report writing skill.
<u>DUTIES</u>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<u>ENQUIRIES</u>	:	Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918
<u>APPLICATIONS</u>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
<u>FOR ATTENTION</u>	:	Mr SP Nene
<u>CLOSING DATE</u>	:	09 May 2023
<u>POST 14/353</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – PAEDIATRICS REF NO: GJGM 11/2023 (X1 POST)</u> Component: Nursing Management Services This is a re-advertisement those who apply previously are free to re-apply.
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current SANC receipt. Recommendations: Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relation and disciplinary procedures. Basic understanding of HR and Financial policies and practices. Planning, Organizing, Leading, Controlling, Delegation, Supervisory, Communication, motivation, Decision- Making, Problem-Solving, Disciplinary and co-ordination skills.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards a Professional/legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical

standards and self-self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies.

**ENQUIRIES
APPLICATIONS**

: Matron NG Mntambo (Assistant Nurse Manager) Tel No: (032) 4376356
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger,4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. 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). s. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 12 May 2023

POST 14/354

: **PROFESSIONAL NURSE SPECIALTY – OPERATING THEATRE REF NO:
GJGM 10/2023 (X1 POST)**
Component: Nursing Management Services
This is a re-advertisement those who apply previously are free to re-apply.

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and midwifery. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Recommendations: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. 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. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Execute professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and departmental quality improvement committees. Assist and supervise in CSSD.

ENQUIRIES : Matron LV Hadebe (Assistant Nurse Manager) Tel No: (032) 4376136
APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. 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). s. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE : 12 May 2023

POST 14/355 : **CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 10/2023**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Pholela Community Health Centre-(OPD)
: Senior certificate (Grade 12) or equivalent qualification plus Degree/ Diploma in General Nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse plus; A post basic Nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) with duration of 01(one) year, accredited with South African Nursing Council. Current SANC receipt-2023. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General 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 in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care. Knowledge, Skills and Competencies: Knowledge of Nursing Legislation and related legal and ethical nursing practices e.g. Nursing Act, Health Act, Patient Rights Charter, Batho Pele Principles etc. Knowledge of SANC rules and regulations. Good communication, Leadership, Interpersonal and Problem solving skills. Basic understanding and knowledge of HR and Financial policies. Decision-making and problem solving skills. Skills in organizing, planning and supervising. Sound knowledge of scope of practice.

DUTIES

: Provision of quality comprehensive community health care. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Provision of administrative, educational and clinical services. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Prescribe and dispense medication according to treatment guidelines, protocols and EDL for PHC. Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic. Conduct health education to the community. Work as part of multidisciplinary team to ensure good Nursing Care. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Refer patients promptly according to the set guidelines, protocols and policies. Participate in Employee Performance Management and Development System (EPMDS). Assist in data management.

**ENQUIRIES
APPLICATIONS**

: Mr. MF Mthiyane Tel No: 039-8329491
: Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC, Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE

: The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2023. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 12 May 2023

POST 14/356 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAHELIM 04/2023 (X2 POSTS)**
Re-Advertisement

SALARY : Grade 1: R400 644 per annum
Grade: 2 R492 756 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Elim Clinic
: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science
Grade 2: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross-cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.

DUTIES : Must be able to handle obstetric and emergencies and high-risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES APPLICATIONS : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : Human Resource Manager
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the

same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/357** : **CLINICAL NURSE PRACTITIONERS (PHC STREAM) REF NO: ETH 0301/2023 (X7 POSTS)**
Component: Various Clinics of EThekwini
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Benefits: Medical Aid (optional) 13th Cheque, Pension, Housing Allowance (employee must meet the prescribed requirements) and rural allowance if allocated in designated clinics.
- CENTRE REQUIREMENTS** : EThekwini
: **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus; Degree / Diploma in General Nursing Science and Midwifery plus, One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one-year post basic qualification in Primary Health Care. Knowledge, Skills Training and Competencies Required Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Report writing skills. Knowledge of TB control, HIV and ARV management.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting capturers on Tier.net. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.
- ENQUIRIES** : Miss ES Mbambo Deputy Director Clinical & Programmes Tel No: 031 273 5281 / 5340 / 5461 / 5516
- APPLICATIONS** : Hand delivery, The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban 4000 or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000

NOTE : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 May 2023

POST 14/358 : **ASSISTANT OFFICE MANAGER: OFFICE OF THE DDG: NATIONAL HEALTH INSURANCE (NHI): REF NO: G50/2023**
Cluster: Office of the Director General- National Health Insurance (NHI)

SALARY : R393 711 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Grade 12 (Senior certificate). An appropriate Bachelor's Degree in Public Administration/Financial Management or National Diploma in Public Administration/ Financial Management. Three to five (3-5) years supervisory experience in an administrative environment. Computer Literacy (MS Office programmes). Valid code 08 driver's Licence. 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 Competencies Required: The incumbent of this post will be required to liaise extensively with officials from a wide range of government departments which impact on health service delivery. The position requires an individual who is knowledgeable on the activities and aims of the department and is passionate about to need to render passionate, effective health services. The working environment will be dynamic and require the incumbent to be innovative and adaptable to variants in working requirements. Must have knowledge of South African Constitution. National Health Act, 2003. National Health Regulations. Mental Health Act. Mental Health Regulations. KwaZulu Natal Health Act. KwaZulu Natal Health Regulations. Public Service Act 1994. Public Service Regulations. Public Finance Management Act. Treasury Regulations. Administrative Justice Act. Access to Information Act. Departmental Delegations on HR Departmental Delegations on Finance. Departmental Delegations on SCM. Preferential Procurement Framework. Employment Equity Act. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Strategic Capability and Leadership. Client Orientation and Customer focus. Service Delivery Innovation. Change Management. Problem Solving and Analysis. An ability to grasp the imperatives set by the Public Service Management Framework and other governance arrangement. A good understanding of strategic and operational processes within a senior management office environment and the role of the manager in the organisation. An ability to capture in writing the essence of discussions and key decisions taken during management and other meetings in concise clear language. Ability to prioritise issues and other work related matters. Excellent interpersonal skills to effectively deal with a wide range of stakeholders

DUTIES

in a highly professional manner. High levels accuracy and Excellent communication skills (both verbal and written).

: Provide Office Corporate Services Administrative work including, records management, financial administration, office systems and fleet operations management. Provide secretariat services to Senior Management Meetings and Projects initiated by the Office of the DDG, monitor compliance with resolutions, analyse inputs documents and consolidate such documents into executive summary documents and reports for further consideration by the Managers. On request of the Managers conduct research of a general nature, access information databases and develop presentation documents, submissions and reports. Provide administrative support to the Manager ensuring that management meetings, other meetings and workshops are conducted and that follow-up work is properly executed. Liase with the Corporate Governance Unit with a view to ensuring that the human resource procurement and general office administration requirements of the DDG are timeously satisfied. In the absence of the Manager, analyse critical or urgent matters referred to the DDG and co-ordinate the execution and/ or finalisation thereof. Implement and maintain effective and efficient administrative systems and procedures within the DDG. Ensure effective and economical utilisation of resources in the framework for Good Governance.

**ENQUIRIES
APPLICATIONS**

: Mr MM Zungu Tel No: 033 395 2229

: 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
NOTE**

: Ms LI Mthlane

: 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

: 19 May 2023

POST 14/359

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: OSI AD: S 14/2023 (X1 POST)**

SALARY

: R393 711 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).

**CENTRE
REQUIREMENTS**

: Osindisweni District Hospital, Verulam

: Grade 12 (Standard 10) certificate. Degree/National Diploma as recognized by SAQA in Public Administration/ or Public Management Experience: 3-5 years Clerical/ Administrative experience in a systems environment, and at least three (3) years must be at a Supervisory level in Systems environment. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Recommendation: A valid driver's license Knowledge Skills Training and Competence Required: PFMA & treasury regulations. Planning, organising, problem solving & decision making.

		Labour Relations, secondment and disciplinary procedures. Management of resources. Management of Contracts. Human Resources & Financial Management. Occupational Health and Safety Act, 1993. Facilities Management Services. Project Management Skills will serve as an added advantage. Proficient in MS Excel, MS Word and MS PowerPoint. People management and empowerment. Client orientation and customer focus./ Team leadership/ Diversity management/ Communication
<u>DUTIES</u>	:	Manage the provision of non-hotel services. Manage the following sections and ensuring optimal utilization of resources: General Registry & porter/ hospital orderly Services, Telecommunication, Transport services, Laundry services and Staff Residence. Manage, evaluate and direct performance of auxiliary services and systems management. Ensure that all contractors are performing according to tender specifications. Manage the provisions of all systems under your supervision ensuring high level of service delivery. Manage staff work performance in terms of Employee Performance Management & Development System (EPMDS). Ensure effective and efficient utilization of resources. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols, standard operational procedures and practices. Contribute as a member of a multi-disciplinary Management team towards the effective management of the hospital.
<u>ENQUIRIES</u>	:	Mr S.M.C. Caluza Tel No: 032-5419224
<u>APPLICATIONS</u>	:	To be forwarded to Mr S.M.C. Caluza, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/360</u>	:	<u>ASSISTANT DIRECTOR (HAST) CARE AND SUPPORT REF NO: ETH 0302/2023 (X2 POSTS)</u> (District Adherence Facilitator) Component: Hast (HTA Key Populations Project)
<u>SALARY</u>	:	R393 711 per annum, plus benefits: 13th Cheque, Pension, homeowner's allowance, and Medical aid is optional employee must meet prescribed conditions
<u>CENTRE</u>	:	Ethekwini District Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent certificate. Bachelor's degree in Health/ Social Sciences/ General Nursing & Midwifery. At least five to seven years' experience in public health, and social services or community advocacy and at least three years in the supervision position. Current registration with professional body. A valid driver's license. Recommendation: Computer literacy. Knowledge, Skills Training and Competencies Required: Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage. Knowledge of Health systems strengthening, TB and HIV programmes. Sound knowledge of National DoH Adherence Guidelines and of Integrated Access to Care and Treatment policies and procedures. Knowledge of community structures and local government structures. Monitoring and evaluation Competencies and skills. Computer literacy (MS Office programmes). Excellent communication skills (written and verbal). Coordination and Facilitation skills for coaching, training and development. Good presentation skills. Good interpersonal skills Analytical skills. Ability to build and maintain relationships with internal and external stakeholders. Strong client service focus. Ability to manage competing priorities and meet deadlines within tight time frames. Staying up to date with services, policies, and regulations. Excellent record-keeping, analytical skills and report writing skills.
<u>DUTIES</u>	:	Acts as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. Responsible for coordinating community mobilization for linkage and retention in care activities. Champion eLABS and Results for action where applicable as well as viral load management in general as the province struggles with viral load completion at 12 months. Responsible for the supervision of all OTLs and other adherence cadres that are already operating whether from department or from social development partners. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. Aim at placing the recipient of care at the centre of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end

customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes. Ensure that health talks and health education in the facility's waiting room, informing patients of available options for differentiated care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for co-hurting purposes. Ensure continuous utilization of an adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed. Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac PuPs), Adherence Clubs and External Pick up Points (Ext PuPs).

ENQUIRIES : Miss ES Mbambo Deputy Director Clinical & Programmes EtheKwini District Office
Tel No: 031 273 5281 / 5340 / 5461 / 5516

APPLICATIONS : Hand delivery, The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban 4000 or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000

NOTE : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 May 2023

POST 14/361 : **ASSISTANT DIRECTOR: HRM REF NO: PHO 09/2023**

SALARY : R393 711 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner's Allowance (Employee must meet prescribed requirements)

CENTRE : Pholela Community Health Centre

REQUIREMENTS : Grade12/National Senior Certificate or equivalent plus. Degree/National Diploma in Human Resource Management/Public Management or Public Administration plus, A minimum of three (3) years' supervisory experience in HRM component. Valid driver's license. MS Software Package certificates (MS Word, MS PowerPoint, MS Outlook, etc.). PERSAL certificates. Knowledge, Skills and Competencies: Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Good planning and organizing skills. Quality Assurance and Consequence Management implementation skills. Ability to make independent decisions. Extensive analytical skills and high levels of accuracy are required. PERSAL Knowledge.

DUTIES : Advise Managers on all aspects pertaining to Human Resource Management. Manage Human Resources Planning, Development and EPMDS in support of service delivery imperatives. Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and Wellness Programme in order to enhance employee productivity, safety and morale. Plan in order to mitigate and eliminate risks. Manage Human Resource Provisioning and Practices in line with prevailing legislation, prescripts and policies. Manage Labour Relations matters and ensure effective employment relations. Supervise Staff and manage day-to-day functioning of Human Resources component in the institution to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resources allocated to the institution including development of staff. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure that they are put into practice. Management of all resources allocated to the HR department.

ENQUIRIES : Dr. LDH Buthelezi Tel No: 039-8329491/9488
APPLICATIONS : Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC, Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE : The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2023. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 12 May 2023

POST 14/362 : **ASSISTANT DIRECTOR AUXILLARY REF NO: PSH 24/ 2023 (X1 POST)**

SALARY : R393 711 per annum. Other Benefits Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital
REQUIREMENTS :

Grade 12 / Matric Certificate Degree/3 years National Diploma in Public Management 3 - 5 years supervisory experience in Systems management environment Computer literacy Microsoft Word and Excel Certificate Valid unendorsed driver's license Note: All shortlisted candidates will undergo advanced pre-screening test assessment for the post Knowledge, Skills And Competencies Required Knowledge of PFMA, LRA, OHS, Public Service Act, EPMDS and Infection Control Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint Competence in human resources management, financial management, conflict management and change management Ability to plan, organize and negotiate and work as a team Health and Safety /Quality Assurance /Waste Management knowledge is critical

Understanding of information Technology and IT system Knowledge of relevant acts and regulations for engineering and maintenance management, safety and waste management, IT systems and auxiliary services.

DUTIES : Effective management of the following sections: Security, Catering, Laundry, Mortuary, Registry, Telecommunications, Transport, Staff Accommodation, Grounds, Cleaning and Porter-ring Services, Health and Safety, Waste Management, Maintenance, and infrastructure Develop integrated strategies within auxiliary services to achieve optimal technical expertise that supports the vision of the institution. Manage human resources effectively and efficiently and promote sound labour relations. Implement and monitor effective hospital policies, protocols, practices within the day-to-day operational areas. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Oversee compliance with all systems non-negotiables requirements. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence, with service level agreement and highest level of quality Monitor and ensure proper utilization of financial and physical resources Contribute to the formulation of a hospital disaster plan and its compliance Ensure that safety program requirements are adhered to by all staff Oversee and provide support on infrastructural engineering and maintenance services.

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

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION : Mr. ZM Zulu

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

CLOSING DATE : 12 May 2023

POST 14/363 : **ASSISTANT DIRECTOR: HRM REF NO: ETH 03/03/2023 (X1 POST)**

SALARY : R393 711 per annum. Other Benefits: 13th cheque, Medical Aid (optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Ethekwini District Office Corporate services.

REQUIREMENTS : Senior Certificate or equivalent qualification Plus bachelor's degree or Diploma in Human Resource Management/ Personnel Management/ Human Resource Development or Public Management. A minimum of five years operational experience in Human Resource of Which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Computer Literacy. Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skill, risk management and good interpersonal relation skills. Computer literacy.

DUTIES : Provide strategic leadership of human resource management for the District office including supported responsibilities i.e. FPS, EMS, KZNCH, Forensic Lab and DMO. Manage all aspect of district office HRM. Monitor and evaluate human resource activities. Ensure quality development of HRMS in line with norms and standards for Ideal Clinic Realization and Maintenance Programme. Monitor human resource records and documents management system. Manage the payroll

programme. Ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification processes. Monitor and evaluate the effectiveness Human Resource Provisioning and Practices. Ensure the co-ordination of Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relations. Create awareness of labour relations. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct cases in the institution are dealt with timeously. Monitor and evaluate the effectiveness of the Employee Wellness. Ensure co-ordination of Institutional Employee Health and Wellness Committee Meetings (IEHWCM). Ensure training of staff on Employee Health and Wellness Programme. Create awareness of Employee Health and Wellness Programme within the institution. Ensure implementation of Employee Health and Wellness Programme, Occupational Health and Employee Assistance programme. Provide leadership for management processes for the alignment of organizational, and post establishment structures in line with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the district office and supported responsibilities. Serve in the transformation Plans of the department or the facility such budget allocations as well as standard and workload statistics. Conduct staff satisfaction surveys and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the District Office and supported facilities. Provide early warnings and develop innovative solutions to overcome identified problem areas. Manage HRM related risks and ensure efficiency in utilization of COE budget.

- ENQUIRIES** : Mr SR Hamilton Acting Cooperate Service Manager- EThekwini Office Tel No: 031 273 5281 / 5340 / 5461 / 5516
- APPLICATIONS** : All applications should be forwarded to: Hand delivery, The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban 4000 or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000
- NOTE** : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 09 May 2023
- POST 14/364** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: GS 39/23**
Component: HR Planning, Development and EPMDs
- SALARY** : R393 711 per annum, plus 13th cheque, medical aid (optional), home owners allowance, etc, (employee must meet the prescribed requirements
- CENTRE** : Grey's Hospital- Pietermaritzburg

- REQUIREMENTS** : Senior Certificate (Standard 10/Grade 12) or equivalent; National Diploma/Degree in Human Resource Management/ Human Resource Development/ Public Management/ Public Administration as recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management/ Human Resource Development Office environment of which three (3) years of that must be supervisory experience. Only shortlisted candidates will be required to submit proof of experience/ certificate of service endorsed by HR Department. NB! Only shortlisted candidates will be required to submit proof of all documents and Proof of current and previous work experience endorsed by your Human Resource section Knowledge, Skills and Experience; Functional knowledge of relevant public service prescripts, policies and procedures. Functional knowledge of Persal System, including downloading and analysis of relevant reports and taking action on identified gaps. Extensive knowledge of Human Resource Planning prescripts, policies and procedures. Extensive knowledge of Human Resource Development prescripts, policies and procedures. Extensive knowledge of Employee Performance Management and Development System. Ability to interpret and apply prescripts, policies and procedures. Problem solving, decision making, negotiation and conflict resolution skills. Excellent leadership, interpersonal relations, innovation and communication skills. Facilitation, financial management and time management skills. Change management and risk management skills. Computer Literacy.
- DUTIES** : Manage the day-to-day functioning of the Human Resource Planning, Development and PMDS sub-component to ensure that high quality services are being provided. Provide the regulatory framework for Human Resource Planning, Development and PMDS within the institution. Ensure that Human Resource Planning, Development and EPMDS initiatives demonstrate close alignment and integration with the Departmental policies and procedures. Champion the development and implementation of Human Resource Plan, Employment Equity Plan and Workplace Skills Plan. Provide means for the institution to align Human Resource Planning, Development and PMDS strategies with technology to achieve goals and desired outcomes. Establish policies, strategies and operational processes for developing capable and high performing employees. Ensure cost-effective management and utilization of resources allocated to the sub-component. Ensure effective and efficient provision of skills development facilitator services for the entire institution. Develop and maintain a database for the training development programme. Monitor utilization of budget allocated to the human resource development unit; Evaluate the effectiveness of training as far as the performance of staff and cost is concerned; Facilitate the establishment of the Institutional Health Education, Training and Development Committee; Administer programmes like learnership, bursary scheme, induction, internship, ABET and in-service, experiential training, etc; Monitor and evaluate the Workplace Skills Plan and report thereon in the prescribed manner to stakeholders; and Monitor implementation of Employee Performance Management and Development System in the entire hospital.
- ENQUIRIES** : MR JM Khumalo Tel No: 033 897 3468
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr K.B Goba
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for This Post Is: African Male; Indian Male and White Male
- CLOSING DATE** : 09 May 2023
- POST 14/365** : **DIETICIAN REF NO: ITSH11/2023 (X1 POST)**
Those who previously applied are encouraged to re-apply.
- SALARY** : R332 427 per annum. Other benefits: 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirements)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Matric Certificate, National Diploma / Degree in Dietetics, Current registration as a dietician with the HPCSA (2023), Recommendations: Valid Driver's License (Code) B: Knowledge, Skills Training And Competences: Good interpersonal skills, Ability

to communicate effectively in Zulu and English, Comprehensive knowledge of nutrition management for all patients, Sound knowledge of Dietetics procedures and equipment, Good verbal and written communication skills, Sound knowledge of food service management & clinical dietetics information management, Counselling skills, Sound knowledge of how to develop operational methods relating to information dissemination and work organization, Ability to plan and organise resources, finances and HR matters within the section.

DUTIES

: Execute all dietetics management duties, functions and responsibility to the best of ability and within all applicable legislation, Manage and provide a high quality promotive and curative nutrition services according to patient needs, Give expert clinical advice and factual information of a professional nature on institutional services. Provide a consultative dietetics services to health professionals and patients, Monitor and evaluate the nutrition services to comply with the valid standards and indicators, Implement Quality Assurance Programmes for overall effective services, Develop protocols to ensure that the diets comply with dietary recommendations, Make commendations with regard to policies/strategies for the effective functioning of the Dietetics unit, Act as a consultant in the patient curative and rehabilitation programmes, Give expert advices on the nutrient content of food products to be purchased, Determine a policy relating to the development, provision and maintenance of comprehensive nutrition standards, Ensure effective, nutrition care yet up to standard nutrition service, Exercise control over food products to minimize wastage, Ensure effective nutrition care is delivered to patients within the hospital, Provide clinical training to staff and allied disciplines, Establishment and maintain internal control and report systems for timeous communication of decisions and policies ,Engage in effective communication and interactions between departments, personnel and other services providers in order to render quality service, Assist management with strategic planning for the institution and to work towards the realization of these strategic objectives and goals for the institution, Ensure the implementation of EPMDS within the section, Promote Batho Pele principles in the execution of duties for effective services delivery, Facilitate compliance of hospital to MBFI, Participate clinic visits and outreach activities.

ENQUIRIES

: All enquiries should be directed to Dr. SF Simelane contact details: 034-4134000

APPLICATIONS

: All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to Human Resource Office

NOTE

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 09 May 2023

POST 14/366

: **DIETICIAN REF NO: SAH 15/2023 (X1 POST)**

SALARY

: Grade 1: R332 427 per annum

Grade 2: R389 754 per annum

Grade 3: R459 126 per annum

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

**CENTRE
REQUIREMENTS**

: ST Andrews Hospital: Medical
: Senior certificate (Grade 12) or equivalent qualification. Bachelor's Degree in Dietetics. Certificate of registration with HPCSA plus. Current registration with HPCSA (2023) Proof of current and previous work experience endorsed by HR (Only shortlisted candidates). Experience: **Grade 1:** No experience. **Grade 2:** A minimum of ten (10) years appropriate recognizable experience after completion of community service as a Dietician. **Grade 3:** A minimum of ten (20) years appropriate recognizable experience after completion of community service as a Dietician. Knowledge, Skills and Competencies: Sound Knowledge of dietetic principles including nutrition assessment and analysis. Excellent communication skills, human relations and ability to train staff within a team. Ability to work and maintain meaningful relationships with a diverse community. Knowledge of health and public service legislation, regulations and policies. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors, and other health professionals. Ability to work as part of a multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision making and problem solving.

DUTIES

: To provide nutritional counseling and support to all patients requiring dietetic intervention. Prescribe and authorize special diet products. Implement guidelines for the maintenance of healthy nutritional practices. Compile and implement information pamphlets on nutrition. Ensure effective nutrition care is delivered to patients within the Hospital and Clinics. To monitor, evaluate and follow up all patients receiving nutrition intervention. Give expert advice on the nutrient content of food products to be purchased. To liaise with other staff members regarding the nutritional care of patients. To assist with training of staff in nutritional related issues with regards to HIV / AIDS. To contribute towards quality improvement within the dietetic department. To assist with basic managerial departmental functions, including report writing and statistics collection. To make recommendations with regards to policies / procedures for the effective functioning of the dietetic department.

**ENQUIRIES
APPLICATIONS**

: DR SK Lumeya Tel No: 039 433 1955 EXT 214
: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
Attention: Human Resource Manager

**FOR ATTENTION
NOTE**

: Human Resource Manager
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof ONLY when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 09 May 2023

POST 14/367 : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: SSMO 19/2023 (X1 POST)**
Component: Facilities Management

SALARY : R331 188 – R390 129 per annum (Level 08). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Eshowe District Hospital
: Bachelor's degree/National Diploma in Public Administration or equivalent 3 year tertiary qualification in Administration Management. Minimum of 3 to 5 years' experience in Patient Administration. Valid Drivers Licence code 08 /EB. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills and Competencies: Good knowledge and understanding of Labour Relations, Disciplinary and Grievance procedures. Good planning, organizing, implementing, evaluation and time management skills. Good communication and computer skills. Good supervisory, interpersonal, problem solving and team building skills. Ability to prioritise duties and work under pressure.

DUTIES : Maintain control of the following section: Patient Administration, registry/reprographic services, telecommunication, transport services, messenger/portering services, mortuary services, staff accommodation, security services, cleaning and ground services and laundry services. Develop and implement Standard Operating Procedures. Ensure compliance with Health and Safety and Disaster Management requirements by all staff members. Analyse alternatives for performing work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency. Ensure effective, efficient utilisation of resources allocated to the institution, including the development of staff. Monitor and advise service providers (contractors) in order to deliver quality services. Engage in Employee Performance Management Development System (EPMDS) in the department. Participate in National Core Standards and develop, monitor Quality Improvement Plans.

ENQUIRIES : Acting Assistant Director-Facilities Management Mrs LL Ntuli Tel No: (035) 473 4500.

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

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

CLOSING DATE : 09 May 2023

POST 14/368 : **SENIOR ADMINISTRATIVE OFFICER REF NO: UMP 7/2023**

SALARY : R331 188 per annum

CENTRE : Umphumulo Hospital

REQUIREMENTS : Matric Certificate. B-Degree in Administration or Diploma in Public Management. 3 years supervisory experience in a Systems subcomponent; Good leadership skills. Good verbal and written communication, problem solving, labour relations, conflict resolution skills. Good interpersonal skills. Computer literacy Ability to plan, organize and negotiate.

DUTIES : Manage the following areas to ensure optimal usage and cost effectiveness. Registry & Reprographics, Telecommunications, Grounds & cleaning, Portering, Transport, Catering, Mortuary, Staff Accommodation and IT services. Monitor the provision of all catering services and facilities by contractors in order to ensure contract adherence and highest level of quality. Manage, monitor and evaluate all contractual work undertaken at the institution and attached clinics in order to ensure contract adherence and highest level of quality.eg. Cleaning Services, Security Services, Catering Services, Grounds & Gardens Implement and monitor effective Hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and bylaws. Provide technical advice to management team in respect of operations. Contribute as a member of multi-disciplinary management team towards the effective management of the hospital. Conduct internal audits on a monthly basis Maintain effective and efficient staff management in respect of giving guidance and supervision on the performance of their duties (EPMDS). Co-ordinate in-service training in order to promote service delivery. Implement discipline and grievance procedures. Compile and submit monthly returns and reports.

ENQUIRIES : R. Ramrackan Tel No: 032 4814112

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION : Mr S. M. Naidoo

NOTE : 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 must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof 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. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 May 2023

POST 14/369 : **SAFETY OFFICER REF NO: SO 20/2023. (X1 POST)**
Component: Facilities Management

SALARY : R331 188 – R390 129 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

REQUIREMENTS : Senior Certificate (Grade 12). Degree/ National Diploma in Health and Safety Management/Environment Health/ related to SAMTRAC. Code 8 drivers licence. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource

Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills Training and Competencies Required: Legislation pertaining to occupational Health & Safety. Good auditing, investigation and report writing skills. Disaster management skills. Sound knowledge of Occupational Health & Safety Act of 1993, COIDA Act 130 of 1993. Computer Literacy. Good verbal and written communication skills.

DUTIES : Identify potential situations that could lead to injury/disability/death of staff member or visitor, property damage or loss, internal disaster, and medico-legal claim. Ensure that the delegated management and administrative functions are carried out timely and correctly in order Health and Safety to functions to function in the clinic. Assist in developing and compiling manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programme. Participate in safety audits for the clinic in compliance with the Occupational Health and Safety Act, 85 of 1993. Assist Facility Management in ensuring that the building, construction, plants and machinery meet and maintain compliance certificates that are regulated. Liaise with Compensation Commissioner regarding the Injuries on Duty.

ENQUIRIES : Acting Assistant Director-Facilities Management: Mrs LI Ntuli Tel No: (035) 473 4500.

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

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

CLOSING DATE : 09 May 2023

POST 14/370 : **SENIOR HUMAN RESOURCE PRACTITIONER (STAFF RELATIONS) REF NO: OSI SHRP 15/2023 (1 POST)**

SALARY : R331 188 per annum (Level 08). Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Grade 12 (Standard 10) certificate. Degree/National in Human Resource Management/Public Management. 3 years' experience in Human Resource Component of which one must be in Staff Relations. Computer Literacy MS Office applications. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Recommendation: One (1) year in supervisory capacity. Investigating and Presiding Officer Training or Dispute Resolution certificate. PERSAL certificate. A valid driver's license Knowledge Skills Training and Competence Required: Sound knowledge of Human Resource Management with emphasis on

Staff Relations. In-depth knowledge of legislative prescripts under Human Resource Management. Knowledge of PERSAL. Conflict Management Skills. Good verbal and written communication skills. Ability to interpret prescript and relevant legislation. Ability to uphold confidentiality.

DUTIES : Maintain and provide sound staff relations within the institution to ensure the provision of high quality services. Deal with grievances, discipline and misconduct cases in terms of laid down policies and procedures. Prepared staff relations reports for the institution and onward submission to Head Office and District Office. Identify training gaps and ensure the implementation of in-service training programmes. Give expert advice on all Labour Relations matters to Management and staff within the institution and supporting clinics. Monitor the implementation and adherence to Labour Relations Policies. Investigate and intervene on disciplinary enquiries. Provide efficient conflict management support. Provide collective bargaining within the institution. Prepare statistics and submit to Head Office and District Office. Ensure IMLC is functional in the institution.

ENQUIRIES APPLICATIONS : Mr N.J. Shabane (Chief Executive Officer) Tel No: 032-5419203

CLOSING DATE : To be forwarded to Mr NJ Shabane, Chief Executive Officer, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340
12 May 2023

POST 14/371 : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: SAH 14/2023 (X1 POST)**

SALARY : R331 188 per annum (Level 08). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Systems
Senior Certificate (Grade 12) PLUS An appropriate Degree / National Diploma in Public Management / Admin PLUS 3-5 years' experience in a systems environment at a Supervisory level. Proof of current and previous work experience endorsed and stamped by HR (Only shortlisted candidates). Knowledge, Skills and Competencies: Good knowledge and understanding of Labour Relations, Disciplinary and Grievance procedures. Sound knowledge of negotiations, inter-personal, problem solving and team building skills. Good planning, organizing, implementing, evaluation and time management skills. Budget control. Computer Literacy –MS Word and Excel.

DUTIES : Manage the following areas ensuring optimal usage and cost effectiveness: Laundry services, Telecommunications, Registry, Patient Administration, Catering services, Information Technology, Security services, Housekeeping and cleaning services, Gardening and grounds services, Mortuary services and Transport Services. Training and development of staff to deliver efficient services. Exercise budget and expenditure control. Ensure compliance with institution's rules and regulations. Implement, monitor and evaluate staff performance management in the various departments under your control. Ensure disaster management and contingency plans are in place. Monitor and advise contractors in order to deliver quality services.

ENQUIRIES APPLICATIONS : Mr MM Ndlovu Tel: 039 433 1955 EXT 237
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : Human Resource Manager
Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA

Citizens/Permanent Residents/ Work Permit holders will submit documentary proof ONLY when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/372** : **PUBLIC RELATIONS OFFICER REF NO: SAH 08/2023 (X1 POST)**
- SALARY** : R331 188 per annum (Level 08). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital
National Senior Certificate (Grade 12) PLUS National Diploma / Degree in Public Relations Management / Communication Science. Proof of previous and current work experience endorsed and stamped by HR Department (Only when shortlisted). Recommendation: Driver's License. Knowledge, Skills and Competencies: Presentation skills, Problem solving skills. Communication skills (verbal and written). Planning and decision making skills. Ability to uphold confidentiality. Honesty and integrity. Client oriented and customer focus. Diversity Management. Awareness of different Media Agendas. Public speaking. Knowledge of photography. Good interpersonal relations.
- DUTIES** : Manage the administration and coordination of complaints, compliments and suggestions. Strengthen relation links between the facilities, internal and external stakeholders. Develop, implement and manage communication strategies in conjunction with management and relevant heads of Departments within the Institution. Uphold corporate image of the Institution. Participate in quality assurance programs for publication purposes as per Departmental requirements and manage special events in line with the Health calendar to gain public attention and organize events for the staff within the Institution. Update the Institutions website and develop the Institution newsletter in consultation with the Chief Executive Office of the Institution. Ensure the implementation of Department media policy and Batho Pele Principles within the institution. Investigate and submit report on Media queries to Head Office communication component.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms NV Ndlovu Tel No: 039 433 1955 EXT 210
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
Human Resource Manager
Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof ONLY when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 09 May 2023
- POST 14/373** : **HEALTH & SAFETY OFFICER REF NO: GJGM 03/2023 (X1 POST)**
Component: Systems management services
- SALARY** : R331 188 per annum, plus Other Benefits: 13th Cheque, Home Owners Allowance & Aid Housing Allowance (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS

: Senior Certificate – Matric (Grade 12). Appropriate Degree/National Diploma in Environmental Health, or Degree / National Diploma in Safety Management or B. Tech Degree in Safety Management or Environmental Health. Minimum of Three (3) years' experience as a Safety Officer. Recommendations: Computer Literacy will be an added advantage. A Valid driver's licence. Knowledge, Skills & Competencies: Knowledge of legislation pertaining to Occupational Health & Safety. Identification, control, elimination and monitoring of hazards, Health Education and administration of the service. Computer Literate. Accident Investigation. Disaster Management. Training and Report writing skills.

DUTIES

: Identification of potential situations that could lead to injury/disability/death of staff Member/visitor. Property damage or loss, internal disasters medico-legal claim and reporting thereof to the Assistant Director: Systems or the Deputy Director: Systems. Ensuring that delegate management and administrative functions are carried out timeously and correctly in order for Health & Safety to function in the institution. Assist in development and compilation of manuals, policies and protocol that will be included in the rolling out of Health & Safety Training, Orientation & Induction Programmes. Participate in safety audits for the institution in compliance with the Occupational Health and Safety Act No. 85/1993. Assisting the Assistant Director: Systems / Deputy Director: Systems in ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health & Safety Act No. 85/1993 and its regulations. To investigate and report on all serious/critical personal injury accidents, incidents occurring to the staff and visitors to the appropriate Senior official, and to assist in the investigation of all accidents and incidents that result in substantial damage to Board vehicles and property. To investigate and report on complaints of hazardous working conditions to the Deputy Director: Facilities Management and other appropriate Senior Staff. To respond to employees concerns and conduct as necessary, the Safety inspection of any Board facilities. To develop, implement and monitor Board occupational Health and Safety programs, and procedures. To establish budget proposals for the operation of the occupational Health and safety officer and specific training programs. To assist the Board's joint occupational Health and Safety Committees. To respond to fires and other emergencies on or about the Board property. Co-ordinate registration and removal of hazardous waste. To receive reports from and respond to orders issued by Department of labour inspectors. Monitor effective and efficient utilization of all allocated fire extinguishers resources. To arrange for occupational Health and Safety testing and evaluations of the workplace by external agencies/consultants as may be necessary. To liaise with all related governmental bodies and regulating agencies. Regularly conduct internal audits and respond in giving feedback to the department of Labour and in the organisation. To assist Executive Staff, Senior Administrators, Principals and Supervisors in emergencies preparedness. To liaise with the Fire department regarding emergency planners, communications and fire safety education programs, organise exercises and evaluate procedures.

ENQUIRIES

: Mr SS Goba (Deputy Director: Facilities) Tel No: (032) 4376156

APPLICATIONS

: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. 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). s. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. NB: This is a re-advertisement those who apply previously are free to re-apply.

CLOSING DATE : 12 May 2023

POST 14/374 : **ENVIRONMENTAL HEALTH PRACTITIONER- (WASTE OFFICER) REF NO: PSH 23/ 2023 (X1 POST)**

SALARY : R331 188 per annum. Other Benefits Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS :
 Matric/Senior Certificate Degree / National Diploma in Environmental Health Registration with HPCSA as Environmental Practitioner Driver's license Knowledge, Skills And Competencies Required Knowledge of Health and safety and Infection Control Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint Ability to plan, organize and negotiate and work as a team Understanding of non-negotiables in a health sector Knowledge of waste management norms and standards.

DUTIES : Ensure the implementation of all waste management principles, policies, legislation and standards. Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implementation Oversee and train all staff involved in waste management activities. Manage health care waste (including its budget) for the entire catchment of the institution including waste from clinics, EMRS bases and medico-legal mortuaries linked to the respective institution. Enforce compliance to waste segregation, containerization, storage and transportation, Enforce compliance to all HCRW norms and standards Contribute to support waste management and maintain consistency and compliance.

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

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

FOR ATTENTION : Mr. ZM Zulu

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

CLOSING DATE : 12 May 2023

POST 14/375 : **SAFETY OFFICER REF NO: SAH 13/2023 (X1 POST)**

SALARY : R331 188 per annum (Level 08). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital: Systems
	:	Senior Certificate (Grade 12). National Diploma/Degree in Health and Safety / Environmental Health / Engineering related field with SAMTRAC. Code 08 Drivers License. Knowledge/Skills and Competencies: Knowledge of legislations pertaining to health and safety. Good auditing, investigation and report writing skills. Good communication skills (written and verbal). Disaster Management skills. Accident investigation skills. Computer literacy.
<u>DUTIES</u>	:	To ensure Safety Audit Functions are carried out for the institution in compliance with Occupational Health and Safety Act, 85 of 1993. To participate in designing and rolling out of Health and Safety training programmes, orientation and induction and ensure that safety committees and safety representatives are in place. Ensure quality audit functions are carried out for the Institution. Ensure Safety statistics are analyzed, interpreted, reported and captured. To ensure prevention management of potential situations that could lead to injury/disability or death of staff members or visitors. Management and prevention of internal disaster. To ensure the delegated management and administration functions are carried out timeously and correctly in order for Health and Safety to function in the hospital. To assist in compiling all Health and Safety Manuals and Protocols to be used by the Hospital. To identify, measure and control potential hazards and risks in the work place pertaining to the Health and Safety and the environmental aspects within the broad context of preventing injuries, diseases and degrading of the environment. Attend to Disaster Management Committee, Building site meetings and all other relevant meetings. Demonstrate a basic understanding of HR and financial policies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MM Ndlovu Tel No: 039 433 1955 EXT 237
	:	Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	09 May 2023
<u>POST 14/376</u>	:	<u>DIAGNOSTIC RADIOGRAPHER (GRADE 1, 2, 3) REF NO: OSI DR 16/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R322 746 per annum Grade 2: R378 402 per annum Grade 3: R445 752 per annum Other Benefits: 13 th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowances (12% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Osindisweni District Hospital, Verulam
	:	Experience: Senior certificate/ Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa as an independent practitioner. Current annual registration practice receipt/card (2023/2024) with HPCSA. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they

will be requested only if shortlisted. **Grade 1:** No experience required after registration with the HPCSA Council in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 11 years' experience after registration with HPCSA in the relevant profession 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 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession 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: Sound knowledge of Diagnostic procedures and equipment. Sound knowledge of radiation control regulations, safety measures and policies, Sound knowledge of Diagnostic Radiography practice and ethos. Good communication, problem solving and interpersonal skills. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.

DUTIES : To provide a high-quality Diagnostic Radiography services observing safe radiation protection standards. Provide radiation protection to patients, staff and the public. Execute all clinical procedures completely to prevent complications. Provide and participate in a 24 hour radiography services, night duty, week-ends and Public holidays. Inspect and utilize radiographic equipment professionally to ensure they comply with safety standards. Promote good health practises and ensure optimal care of patients. Give factual information to patients and clients on radiography. Assist junior personnel on Radiography related matters. Perform clerical and administrative duties when necessary. Participate in implementation of National Core standards, Quality Assurance and Quality improvement programmes, in-service trainings and Ideal Hospital Maintenance Framework. Promote Batho Pele Principles in the execution of duties for effective service delivery and observe patients' rights charter.

ENQUIRIES : Mrs. T.T. Mnyandu Tel No: 032-5419251

APPLICATIONS : To be forwarded to Mrs. T.T. Mnyandu, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340

CLOSING DATE : 12 May 2023

POST 14/377 : **HUMAN RESOURCE PRACTITIONER (HRD) REF NO: SAH 07/2023 (X1 POST)**

SALARY : R269 214 per annum (Level 07). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE : ST Andrews Hospital: Human Resource Development
REQUIREMENTS : National Diploma/Degree in Human Resource Management / Public Management. 3-5 years' experience in Human Resource Development. Valid Driver's License. Computer literacy – Ms Office (Word, Excel, Outlook & Power Point. Proof of current and previous work experience endorsed and stamped by Human Resource department (certificate of service) (Only shortlisted candidates). Knowledge, Skills, Training and Competences Required: Knowledge and understanding of Skills development Act and other related acts and regulations. Good understanding of Human Resource policies and procedures. Good verbal, communication, and negotiation skills. Computer literacy with an in-depth knowledge of the PERSAL system. Sound understanding of Human Resource Practices and Development. Collecting and analyzing data for statistical purposes. Knowledge and skills in Human resources.

DUTIES : Develop and implement WSP. Perform duties as a skills development facilitator. Develop and maintain database for HRD training programme. To perform Human Resource Planning Functions. Monitor the implementation of HRD Strategies / Projects: Internships, Bursaries and Workplace Intergraded Learning. Compile and

monitor utilization of budget allocated to HRD and planning for the institution. Assist managers with continuous assessment of training needs. Monitor the implementation of EEP. Ensure proper and full implementation of EPMDs. Provide logistics for in service training. Conduct trainings and ensure analysis of training needs. Compile statistics and keep records of trainings undertaken. Provide and perform secretarial duties for IHETD Committee and all HR Planning and Development related meetings. To render an effective advisory service to management and employees in the hospital. Ensure the effective implementation of all human resource policies and legislation relating to human resource development and planning. Check and approve transactions on Persal and ensure effective and efficient record keeping.

- ENQUIRIES** : Ms NV Ndlovu Tel No: 039 433 1955 EXT 210
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 09 May 2023
- POST 14/378** : **CLEANING AND GROUNDS MANAGER REF NO: CL&GMAN / 01/2022 (X1 POST)**
Sub-Component: Systems Management Services: Cleaning And Grounds
- SALARY** : R269 214 – R317 127 per annum. Other Benefits: 13th cheque Medical Aid (optional), Housing Allowance (conditions apply).
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Qualification: Diploma/ Certificate (higher than Snr. Certificate but lower than Degree/ National Diploma) Experience: Clerical/ Administrative 3- 5 years Recommendations: 3 years' experience as a Senior General Orderly / Cleaning supervisor in a public hospital environment Light Motor Vehicle driver's license Knowledge, Skills and Competencies Required: Ability to deal with Contracts/ Report writing skills/Problem solving and conflict resolution skills. Good Verbal and written communication Good knowledge of Human Resource Management and Administration and experience in supervision of staff. Knowledge of Infection control practices and Health and Safety principles. In depth knowledge of cleaning services within a health care facility. Experience of working with and supervising cleaning staff. Leadership and supervisor skills/ Communication and interpersonal skills Ability to plan and organize resources/ Ability to work independently.
- DUTIES** : Assess performance requirements and delivery schedules to ensure that cleaning services rendered by external service providers is in line with service level agreement. Examine performance requirements and delivery schedules of services provided by service providers to ensure that cleaning services is provided in terms of the agreed standards. Monitor progress constantly by inspecting wards, offices and premises, and provide feedback to the Systems Manager on service standards. Identify service deficiencies and hazards and report to management. Attend to complaints regarding hygiene, investigate and resolve problems. Manage all contracts pertaining to Cleaning of Buildings and grounds for the hospital. Manage all cleaning equipment within the institution. Ensure that all wards,

departments, passages, offices, halls, facilities as well as gardens and grounds are clean and tidy at all times and in compliance with the National Core Standards. Manage the 24 hour allocation of cleaning services at the institution by ensuring optimal utilization and rationalisation of cleaning resources. Manage all Staff evaluation, disciplinary and human resource matters pertaining to all cleaning staff within the hospital. Be part of the multi-disciplinary team responsible for ensuring compliance in terms IPC practices, Health and Safety and Quality Improvement. Prepare and compile all reports and data required for reporting to Management Supervise and undertake the more complex implementation and maintenance of human resource administration practices.

- ENQUIRIES** : Mr KM Ngcobo Tel No: 031-907 8516
- APPLICATIONS** : All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060
- FOR ATTENTION** : Mrs TZ Makanya
- NOTE** : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male, Coloured Male, Indian Male and White Male/female are encouraged to apply for the post. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)
- CLOSING DATE** : 19 May 2023
- POST 14/379** : **HUMAN RESOURCE OFFICER (SUPERVISOR) REF NO: MAL CHC 11/2023**
- SALARY** : R269 214 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance.
- CENTRE** : Mfundo Arnold Lushaba CHC
- REQUIREMENTS** : Standard 10 / Grade 12; 3-5 years' Experience in Human Resource Practices; confirmation letter of current and previous relevant experience detailing all duties performed the duration and capacity they were employed endorsed by the Human Resource Manager on the official letterhead of the employer; only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Recommendation: PERSAL Certificates; Valid driver's licence code 8/10; Extensive Knowledge in Human Resource Practices; Computer Literacy in MS word, MS Excel, MS outlook, MS power-point (Computer Certificate will be an added advantage) NB: All shortlisted candidates will be required to provide certified copies of educational qualification, Identity Document, Driver's License, Computer Certificate and proof of experience (not Z17) endorsed by HR office indicating clearly in detailed periods of experience and roles. Knowledge, Skills, Training, And Competence Required: Sound experience in Human Resource Management; Thorough knowledge of the procedures, policies and prescripts relating to Human Resource Management; In depth knowledge of a computerized Personnel Administration system (PERSAL);

DUTIES : Strong supervisory skills and Interpersonal Relations Skills; Communication skills written and spoken; Computer skills; Ability to maintain high level of confidentiality. Supervise the Human Resource Management; Training and Development of staff in Human Resource Practices Component; Perform more advanced personnel administrative duties such as dealing with disciplinary code, and grievance for HR practices; Assist with orientation and Induction of staff in HR Officers; Manages Performance Management and Development for HR Officers; Ensures effective debt management are in line with policies and procedures; To check and approve PERSAL transaction and give guidance to HR officers in respect of PERSAL functions; Ensure effective utilisation of resource in the Human Resource component; Assist with Human Resource Management activities as assigned by Assistant Director: HRM; Monitor and evaluate effective implementation of Human Resource policies and procedures; Knowledge of recruitment process, leaves, PILIR and service benefits; Management of overtime and commuted overtime; Ensure all records are maintain and updated regularly; Ensure HR Risk Management; Responsible for Human Resource Monthly, quarterly, annual Report and statistics.

ENQUIRES APPLICATIONS : Ms S Pillay: Assistant Director: HRM Tel No: 039 9728135

FOR ATTENTION CLOSING DATE : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220
: Miss S. Pillay
: 12 May 2023

POST 14/380 : **SUPPLY MANAGEMENT OFFICER REF NO: SMO AQ 21/2023 (X1 POST)**
Component: Supply Chain Management-Acquisition.

SALARY : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Eshowe District Hospital
: Grade 12 / senior certificate. National Degree/Diploma in Supply Chain Management. Minimum of 3 years in experience in Supply Chain Management.).NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of supply chain management. Knowledge of SCM Procedures and policies in asset management. Good communication skills. Computer Literacy.

DUTIES : Responsible for Acquisition Management Sub-section. Ensure acquisition of goods, services and works are in line with Departmental SCM Delegations and Policies/prescripts. Assist end-users with evaluation of offers/quotations received. Ensure documents are compiled and prepared for awarding by Quotations Award Committee (QAC). Provide administration/secretarial support during QAC meetings. Implement risk management to prevent fraud and corruption. Submit procurement monthly reports or whenever required. Monitor staff performance through EPMDS. Ensure proper management of resources within the sub-component. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS)

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

FOR ATTENTION NOTE : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No

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

- CLOSING DATE** : 09 May 2023
- POST 14/381** : **SUPPLY MANAGEMENT OFFICER REF NO: SMO AST 22/2023 (X1 POST)**
Component: Supply Chain Management-Assets
- SALARY** : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12 / senior certificate. National Degree/Diploma in Supply Chain Management. Minimum of 3 years in experience in Supply Chain Management.). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of supply chain management. Knowledge of SCM Procedures and policies in asset management. Good communication skills. Computer Literacy.
- DUTIES** : Oversee the proper management of assets from the compilation and stocktaking of the assets register. Responsible for write-off board of survey and loss control procedures where necessary. Conduct internal audits on a monthly basis. Investigate differences between stock count register and the inventory register. Update the disposal plan with the specific details of the items that are to be disposed. Maintain proper filing system and effective control of all order books. Co-ordinate in service training in order to promote service delivery. Compile and submit monthly returns and reports. Examine and update records relating to equipment, registers and requisitions. Support train and mentor supply chain management officials to ensure the imperatives and practices are implemented. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).
- ENQUIRIES** : Assistant Director Finance: Ms Nzb Khanyile Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).

Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 09 May 2023
- POST 14/382** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HRS 24/2023. (X1 POST)**
Component: Human Resource Management-Practices.
- SALARY** : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12 / Senior certificate. Minimum of 3-5years' experience in Human Resource Management (Practices). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of human resource management legislations and prescripts. Broad knowledge of the PERSAL System. Ability to maintain a high level of confidentiality. Good communication skills. Computer Literacy.
- DUTIES** : Supervise day to day functioning of Human Resource Practices ie service conditions and provisioning. Ensure that the employment practices i.e. recruitment & selection, appointments, verification of qualifications, transfers are in accordance with the policies and procedures. Check and approve PERSAL transactions according to delegations. Manage and maintain staff records on leave, PILLIR, housing, IOD and related matters. Prepare reports on human resource administration issues and statistics. Exercise direct control and supervision of staff and apply discipline. Attend to Performance Management for all Human Resource Officers.
- ENQUIRIES** : Assistant Director: Human Resource Management Mrs Gz Dube Tel No: (035) 473 4500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 09 May 2023

POST 14/383 : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: SAH 08/2023 (X1 POST)**

SALARY : R269 214 per annum. Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Human Resource Practices
: Senior Certificate (Grade 12) PLUS 3-5 years' experience in Human Resource Practices. Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Only shortlisted candidates) PLUS Computer literacy: (PERSAL), MS Office (Word, Excel, Power point & Outlook. Knowledge, Skills And Competencies: In depth knowledge of the PERSAL system, Knowledge of Public Service Polices, Acts and Regulations ,Good planning, organizational and problem solving skills ,Ability to draw and analyze reports ,Good communication and conflict resolution skills ,Good interpersonal human relations ,Ability to work as a team and work under pressure ,Working procedures in terms of working environment. Recommendations: National Diploma / Degree in Human Resource Management, Public Management/ Public Administration and Driver's License.

DUTIES : Ensure that staff recruitment and termination practices are conducted in terms of prescribed legislative imperatives , Ensure correctness and approval of all PERSAL transactions to minimize risks thereof and provide support and training to PERSAL users within the HR Practices Compile and record statistics on all issues pertaining to service conditions, Effective management of Debts for In-service and Out of Service employees ,Manage the administration and processing of all fringe benefits and allowances, Exercise supervision and monitor performance of all staff under your supervision, Implementation and interpretation of policies and procedures relating to HR, Participate in National Core Standards ,Handle human resource administration.

ENQUIRIES APPLICATIONS : Ms. NV Ndlovu Tel No: 039 433 1955 EXT 210
: Should Be Forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : Human Resource Manager
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate ONLY when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 May 2023

POST 14/384 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER- ACQUISITION REF NO: LRH 21/2023**

SALARY : R269 214 per annum. Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: Senior Certificate (Grade 12) Plus. Degree/National Diploma in supply Chain Management/financial management or Public Administration. A minimum of 3 to 5 years' experience in supply chain management environment. Recommendation: Valid Code B driver's License (Code 8). Knowledge, Skills, Training and Competences Required: Knowledge of Treasury regulations and Public Finance Management Act. Constitution of republic of South Africa (as amended). Public

service regulation. Knowledge of SCM Preferential Procurement Regulation 2022; Occupational Health and Safety Act; Batho Pele. Promotion of Access of information Act. Computer Literate with proficiency in MS Office software applications. Research and analysis, report writing and general writing. Problem solving, decision Making, risk management. NB: only shortlisted candidates will be required to submit certified copies of qualifications and proof of work experience endorsed and by employer prior to the date of interview.

DUTIES

: Compile detailed bidding documents with adequate information for prospective bidder to prepare goods and services to be provided. Ensure invitation of Quotations from supplies is in the accordance with SCM delegations. Evaluate quotations to ensure that they are in accordance with the criteria. Ensure that proper contract documents are signed. Establish data base of suppliers when obtaining quotations. Ensure compliance with Departmental SCM policy framework, practice notes, treasury regulations and standard operating procedures. Conduct internal audit and risk management within the area of responsibility and ensure compliance with policy and guidelines. Ensure effective and efficient utilization of resource allocated to the sub-section. Analyze the nature of the goods and services that must be procured, and based on the results of supplies analysis, identify the optimal acquisition process to be followed in terms of the preferential procurement regulation.

**ENQUIRIES
APPLICATIONS**

: Mr S.P.Ndlovu (Assistant Director: Supply Chain) Tel No: (036)638 0050
: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X 9928, Ladysmith, 3370

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 12 May 2023

POST 14/385

: **HUMAN RESOURCE PRACTITIONER REF NO: MCP/HRP/04/2023**

SALARY

: R269 214 per annum (Level 07). 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Malaria Control Programme (Jozini Centre)
: Senior Certificate / Standard 10 / Grade 12 Plus An appropriate Degree/Diploma in Human Science/Human Resource Management/ Public Management, 1-2 years' experience in Staff/ Labour Relations Component. Recommendation: Valid Driver's license (Code B or above), PERSAL Certificate. Knowledge, Skills, Training and Competencies Required: Broad knowledge and understanding of Human Resource Management legislations i.e. Labour Relations Act, Basic Condition of Employment Act, Grievance and Disciplinary Procedure ETC, Problem Solving Skill, Decision

		<p>Making, Human Relations and Communication Skills, Investigation and Presiding Skills, broad knowledge of PERSAL System.</p>
<u>DUTIES</u>	:	<p>Manage the functioning of staff Relations Section in order to ensure the provision of high quality service, Promote and maintain sound staff relations within the Institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript, Attend to all Grievance, Disciplinary and misconduct cases in terms of laid down policies and procedures, Prepare reports for Staff Relations issues, Promote orderly collective bargaining within the Institution, Investigate and preside when need arises, Collect and analyze statistic in respect of Labour Related matters, Provide efficient conflict management resolution, Approval of transaction on Persal, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives, Maintain and advance expertise: Continuous individual development to keep up with new policies, SOP and procedures.</p>
<u>ENQUIRIES</u>	:	<p>Ms. MF Dladla: Assistant Director: Human Resource management Tel No: 035 572 1021</p>
<u>APPLICATIONS</u>	:	<p>All applications should be forwarded to: The Human Resource Management Malaria Control Programme, Private Bag X 002, Jozini, 3969 or hand delivery to 304 Nsinde Road, Jozini, 3969</p>
<u>NOTE</u>	:	<p>Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after The closing date, they must accept that their applications were unsuccessful. Target Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.</p>
<u>CLOSING DATE</u>	:	<p>12 May 2023</p>
<u>POST 14/386</u>	:	<p><u>ADMINISTRATIVE CLERK SUPERVISOR REF NO: SAH 12/2023 (X1 POST)</u></p>
<u>SALARY</u>	:	<p>R269 214 per annum (Level 07). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>ST Andrews Hospital: Systems</p>
	:	<p>Senior Certificate PLUS An appropriate Degree / Diploma in Finance/Public Management PLUS 3-5 years clerical/ administration experience. Proof of current and previous experience endorsed and signed by HR Manager (Only shortlisted candidates). Knowledge, Skills and Competencies: Good communication skills (both verbal and written), Customer care, prioritization, stress management, planning and organizational skills, Cash register operating skill, Ability to maintain high level of confidentiality, Be computer literate with a proficiency in MS Office and Excel Software applications, Knowledge of PFMA and other relevant financial prescripts, In-depth knowledge of patient records management.</p>
<u>DUTIES</u>	:	<p>Maintain effective and efficient staff management in respect of giving guidance and supervision on the performance of duties. Co-ordinate in-service training in order to improve service delivery. Ensure effective management of patient records. Develop, implement, and monitor measures aimed at reducing waiting times in Patient Administration component. Develop, implement and monitor measures</p>

designed to optimize the collection of fees from the patients and medical aid schemes. Follow up on patients complaints and ensure they are dealt with promptly and efficiently. Conduct internal audit and risk management. Monitor budget and control the use of resources. Compile and submit weekly, monthly and quarterly reports. Monitor staff performance through EPMDS.

**ENQUIRIES
APPLICATIONS**

Ms. NV Ndlovu Tel No: 039 433 1955 Ext 210
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION
NOTE**

Human Resource Manager
Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof ONLY when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

09 May 2023

POST 14/387

LAUNDRY MANAGER REF NO: GJGM 17/2023 (X1 POST)

Component: Systems management services

This is a re-advertisement those who apply previously are free to re-apply.

SALARY

R218 064 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. Housing Allowance (To qualify: Employee must meet all the prescribed policy requirements)

**CENTRE
REQUIREMENTS**

General Justice Gizenga Mpanza Regional Hospital
Senior Certificate (Grade 12) or equivalent. Two (2) years supervisory experience in the Laundry/Linen Department. Recommendations: Knowledge of laundry procedures and the use of laundry equipment. Computer Literacy. Basic knowledge of Human Resource function. Knowledge of infection control, hygiene and cleanliness. Knowledge of Health & Safety matters. Supervisory skills. Good verbal and written, communication & interpersonal skills.

DUTIES

To provide guidance in correct linen handling and management so that the risk of infection transmission is minimized. The officer will prepare monthly feedback reports for unit managers as well as senior management. Compile and submit monthly, quarterly and annual reports to the Hospital, District office and to the Provincial level. Ensure that Laundry machines are serviced and fully functional. To ensure that all staff assessed through staff appraisal instrument EPMDS. To ensure effective and efficient of Laundry section and maintain human resources. To place order linen in time for utilization of linen budget and for patients wearing's. To ensure that Laundry department is adhered to the policies and procedures and SOP's. To ensure that linen soiled and clean linen is segregated according to the laid down procedures. To conduct departmental meetings with the staff and other relevant departments for the fully operative of Laundry. To ensure counting of items delivered by regional laundry and monitor the dates of deliveries. And both the driver and receiver signed the document. To ensure that time management is maintained. To do walkabout to the wards checking the linen stock with Operational managers and ensure enough stock at all times. To ensure that SLA are adhered to service delivery. This officer will be an overall manage, monitor and control linen equipment and staff performance appraisal. To ensure effective, efficient and economically utilization of resources in laundry department. Deal with grievances and disciplinary matters in accordance with the relations act. Do stocktaking, sorts items and counts and records the number of items soiled. Supervise, control and

co-ordinate the receiving and dispatching of linen. Implement basic health and safety in the work place. Supervises the daily operations of the laundry, linen and uniform room to ensure adherence to organizational procedures and standards. Skilled multitasked able to handle a high volume of laundry area maintenance tasks with speed and accuracy. Oversees various laundry projects as necessary and clean laundry equipment and work area on a regular basis. To ensure that an adequate quantity of linen is maintained throughout the hospital by restocking and delivering clean linen to all parts of the hospital. Plan, organize, develop, implement, evaluate and direct the programs and activities of the housekeeping and laundry departments. To ensure healthcare practices and reviews daily laundry services provided to healthcare organization by organizing and coordinates the right processes. To give reports, advise to Senior Management about challenges and positive reports for patient's dignity.

**ENQUIRIES
APPLICATIONS**

: Mr SS Goba (Deputy Director: Facilities) Tel No: (032) 4376156
 : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. 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). s. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 12 May 2023

POST 14/388

: **PRINCIPAL TELECOM OPERATOR REF NO: PTO 10/2023 (X1 POST)**
 Component: Systems Management-Telecommunications

SALARY

: R218 064 - R256 860 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
 : Grade 12 / Senior certificate. Minimum of 2 years' Administration/Clerical experience. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills, training and competencies required: Knowledge of legislative framework governing the Public Service, ie Labour Relations Act, Basic conditions of employment Act, Occupational Health & Safety Act. Batho Pele principles. Verbal and written communication. Computer Literacy

- DUTIES** : Ensure that all telecommunication equipment is in good working order. Monitor private telephone usage and prepare printouts for payment. Supervision of all telecom operators. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Plan and organise day/night shift rosters. Liaise with service providers regarding telephone movement and installation of lines. Update the departments extension list regularly.
- ENQUIRIES** : Acting Assistant Director-Facilities Management: Mrs LI Ntuli Tel No: (035) 473 4500.
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 09 May 2023
- POST 14/389** : **FOOD SERVICE MANAGER REF NO: MOS/FSM/01/2023 (X1 POST)**
- SALARY** : R218 064 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements).
- CENTRE REQUIREMENTS** : Mosvold District Hospital
: National Senior Certificates (Grade 12). 3 years National Diploma/ Degree in Food Service Management/ Food and Beverage Management/ Catering Management. Proof of previous and current work experience (certificate/s of service, official letter of service) endorsed and stamped by HR (only when shortlisted).Recommendations: Valid driver's license. Computer literacy (MS Office programmes). Knowledge, Skills and Competencies Required: Operation of food service system. Nutrition, menu planning and recipe development. Different types of therapeutic diets. Stock control procedures. Production Management. Food service equipment and kitchen floor layout. Food safety and HACCP principles. Infection prevention and control. Risk management. Budgeting and cost control. Strategic and operational planning.
- DUTIES** : Control shrinkage of stock; Over/ false ordaring of meals by the wards. Compile and implement Operational Plan, Quality improvement Plan and Develop Operational Policies. Manage and control the food service budget utilization. Develop business and procurement plans that will guide the facility. Verify quality and quantities of procured received goods and products at all times and practice FIFO system. Verify contractors and suppliers performance againts Service Level Agreements that are submitted for cleaning before the processing of payments by the Finance Department. Implement HACCP (food safety) principles. Ensure acceptance and nutritiously balanced diets that will enhance optimal health status

of patients are provided. Ensure the safe, efficient, effective and economical utilization of resources allocated to the sub component including development of staff. Manage EPMDs. Conduct training and workshops. Ensure healthy and safety working environment by controlling infections, food contamination, staff personal hygiene, wearing of protective clothing and proper usage of equipment and cleaning chemicals. Ensure that equipment and machinery is appropriately operated, maintained, replaced and safety kept. Make inputs in the planning and upgrading of floor layout and equipment of the unit to achieve service efficiency.

ENQUIRIES : Mr. PP. Nyawo (Assistant Director: Systems) Tel No: 035 591 0122 EXT 106
APPLICATIONS : Should be forwarded to : The Assistant Director: HRM, Mosvold Hospital Private Bag X2211, Ingwavuma, 3968
FOR ATTENTION : Mr. SS. Langa
CLOSING DATE : 09 May 2023

POST 14/390 : **ARTISAN PRODUCTION: PLUMBER REF NO: GS 40/23 (X2 POSTS)**
 Component: Maintenance Department

SALARY : R199 317 per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement)

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : Completion of an Apprenticeship and recognized Trade Test (Plumber) (Under the Manpower training act 1981) Drivers license NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge, Skills, Attributes And Abilities Basic knowledge of the Public Service Labour Relations Act Skills Development Act Public Service Act, Public Service Regulations, Employment Equity Act, Occupational Health and Safety Act Basic Conditions of Employment Act Public Finance Management Act Treasury Regulations and Practice Notes Batho Pele Principles. Knowledge of reading drawings, plans for drain laying and town by laws. Knowledge of waste discharge pipes and venting of same. Knowledge of storm water drains and channels. Knowledge of sheet metal such as fabrication and flashings, vent cones, galvanised down pipes, offsets, gutter outlets and soldering of same.

DUTIES : Installation, repairs and maintenance on high pressure and low pressure type geysers. Installation and repairs on toilets, urinals and other ablution facilities such as showers and bath etc. Installation and repairs on sewerage and water reticulation system. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply recordings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Hot and cold water reticulations and balanced pressure connections, installation and pressure testing. Exercise control of tradesman aid. Installation of gutters and down pipes. Be responsible to ensure cleaning of workplace is carried out properly. Repair to burst asbestos and galvanised pipes. Servicing of main water pipes valves. To supervise handyman and assist other tradesman when requested to do so by the maintenance supervisor. Attend safety and practical orientated training courses and lectures. Exercise control of Tradesman aid. Exercise control over equipment, tools and keep in good working order. Keep an up to date and current equipment register. Be responsible for materials issued and completed job. Always adhere to safe working practices. (In accordance to the O.H & S. ACT85/1993). Daily reporting of faults, job progress and daily completion of job cards, time sheets as per auditors instruction. To perform standby duties and after-hours calls out. These duties at times can include the duties associated with other trades such as fitter, plumber and carpenter. Work overtime with remuneration when considered and with the approval of the Maintenance supervisor. Be prepared to visit primary health clinics to perform maintenance duties when required. Must be prepared in times of crisis to perform other essential services such as strikes, floods etc. Take responsibility for in-house training and advancement of subordinates.

ENQUIRIES : Mr. S.R. Muthwa Tel No. 033 897 3465
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mr K.B Goba
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new

Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male
09 May 2023

CLOSING DATE

POST 14/391

ARTISAN PRODUCTION -ELECTRICIAN REF NO: SAH 11/2023 (X1 POST)

SALARY

R199 317 per annum. Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE

ST Andrews Hospital: Systems

REQUIREMENTS

Grade A: Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in the Electrical Field in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License. 1-2 years appropriate/ recognizable experience as an Electrician after obtaining the relevant trade test. **Grade B:** Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in the Electrical Field in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License .14 years appropriate/ recognizable experience as an Electrician after obtaining the relevant trade test. Knowledge, Skills and Competencies: Knowledge of Occupational Health and Safety Act. Technical analysis knowledge and Computer aided technical applications. Report writing and production process knowledge and skills. Decision making, team work, creativity, Self-Management and analytical skills. Customer focus and responsiveness, communication, planning and organizing and computer skills. Recommendations: Apprenticeship in Electrical.

DUTIES

Ensure adherence to safety standards, requirements and regulations. Supervise handyman and assist tradesmen, when requested to do so by Maintenance supervisor. Exercise control of tradesman Aid, equipment / tools and keep in good working order. Daily reporting of faults, job progress and daily completion of job cards/ time sheets. Inspect equipment for technical faults. To perform standby duties and after hours call outs. Visit primary health care clinics to perform maintenance duties when required. Take responsibility for in-house training and advancement of sub-ordinates. Maintain Expertise-continuous individual development to keep up with new technologies and procedures. Provide inputs for operational plan and compile and submit reports. Produce designs according to specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Maintain quality assurance of produced

ENQUIRIES

Mr MM Ndlovu Tel: 039 433 1955 EXT 237

APPLICATIONS

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

FOR ATTENTION

Human Resource Manager

NOTE

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

09 May 2023

POST 14/392

ARTISAN PRODUCTION - PLUMBER REF NO: SAH 10/2023 (X1 POST)

SALARY

R199 317 per annum. Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Systems
: **Grade A:** Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in the Plumbing Field in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License .1-2 years appropriate/ recognizable experience as Plumber after obtaining the relevant trade test. **Grade B:** Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in Plumbing in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License .14 years appropriate/ recognizable experience in Plumbing after obtaining the relevant trade test. Knowledge, Skills and Competencies: Knowledge of Occupational Health and Safety Act. Technical analysis knowledge and Computer aided technical applications. Report writing and production process knowledge and skills. Decision making, team work, creativity, Self-Management and analytical skills. Customer focus and responsiveness, communication, planning and organizing and computer skills.

DUTIES : Ensure adherence to safety standards, requirements and regulations. Supervise handyman and assist tradesmen, when requested to do so by Maintenance supervisor. Exercise control of tradesman Aid, equipment / tools and keep in good working order. Daily reporting of faults, job progress and daily completion of job cards/ time sheets. Inspect equipment for technical faults.to perform standby duties and after hours call outs. Visit primary health care clinics to perform maintenance duties when required. Take responsibility for in-house training and advancement of sub-ordinates. Maintain Expertise-continuous individual development to keep up with new technologies and procedures. Provide inputs for operational plan and compile and submit reports. Produce designs according to specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Maintain quality assurance of produced objects

ENQUIRIES APPLICATIONS : Mr. MM Ndlovu Tel: 039 433 1955 EXT 237
: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : Human Resource Manager
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate Only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof Only When shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 May 2023

POST 14/393 : **ARTISAN PLUMBER REF NO: OTH CHC 13/2023 (X1 POST)**

SALARY : R199 317 per annum. Other Benefits: 13TH Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE REQUIREMENTS : Othobothini Community Health Centre
: Grade 12 or Equivalent qualification, Minimum of 0-2 years' experience, Computer Literacy and A valid driver's license Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills, Attributes And Abilities Legislative framework governing the Public Service. Basic knowledge of the use of hand held tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.

DUTIES : Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as showers and baths etc. Installation and repairs to sewerage and water reticulation systems. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as Section head in the absence of Chief Artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.

ENQUIRIES APPLICATIONS : Mr. K Dlamuka Tel No: 035 572 9002
: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

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

CLOSING DATE : 12 May 2023

POST 14/394 : **ARTISAN PLUMBER REF NO: OTH CHC 13/2023 (X1 POST)**

SALARY : R199 317 per annum. Other Benefits: 13TH Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE REQUIREMENTS : Othobothini Community Health Centre
: Grade 12 or Equivalent qualification, Minimum of 0-2 years' experience, Computer Literacy and A valid driver's license Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills, Attributes and Abilities Legislative framework governing the Public Service. Basic knowledge of the use of handheld tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.

DUTIES : Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as showers and baths etc. Installation and repairs to sewerage and water reticulation systems. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as Section head in the absence of Chief Artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.

ENQUIRIES APPLICATIONS : Mr. K Dlamuka Tel No: 035 572 9002
: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-

www.kzhealth.gov.za . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.

- CLOSING DATE** : 12 May 2023
- POST 14/395** : **ADMINISTRATIVE CLERK (TRANSPORT) REF NO: OSI AC: 17/2023 (X1 POST)**
- SALARY** : R181 599 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
Grade 12 (Standard 10) certificate. A valid driver's license. Computer literacy N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Good communication, problem solving and interpersonal skills. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.
- DUTIES** : To ensure effective and efficient transport services is provided to the institution. To ensure that log books are completed after each trip. To ensure vehicles are kept clean and in a roadworthy condition. To ensure that monthly reports are completed correctly and forwarded to district office. To ensure vehicles, fuel cards and keys are kept safe at all times. Ensure standby driver is always available. Coordinate fleet management meetings. Do requests for overtime. Compile rosters including standby. Supervise staff. Complete monthly reports and submit to District Office
- ENQUIRIES APPLICATIONS** : Mr S.M.C. Caluza Tel No: 032-5419224
To be forwarded to Mr S.M.C. Caluza, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340
- CLOSING DATE** : 12 May 2023
- POST 14/396** : **DRIVER REF NO: OSI D 18/2023 (X1 POST)**
- SALARY** : R151 884 per annum Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
Grade 10 (Standard 08) certificate. A valid code 10 (C1) driver's license and PDP. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Knowledge of transport policies and procedures. Knowledge of hazardous substances act. Occupational health and safety act. Good communication, problem solving and interpersonal skills. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.
- DUTIES** : Drive motor vehicle to transport staff/passengers, goods, medication and items as directed by the supervisor. Safe guard the state vehicle from damage and theft by making sure that all doors are locked and all security devices are activated. Timely report vehicle defects to the supervisor. Keep prescribed records and transport requisitions with regards to the vehicle and goods. Perform vehicle checks, for worn tyers, tyre pressure, water, oil and fuel. Hand all documents with regards to use of state vehicles to the supervisor, e.g. transport requisition, petrol card slips, toll free fuel. Transport or send blood and specimen to laboratory for testing. Collects blood and specimen from laboratory back to the institution. Transport of on call maintenance staff
- ENQUIRIES** : Mr S.M.C. Caluza Tel No: 032-5419224

APPLICATIONS : To be forwarded to Mr S.M.C. Caluza, Osindisweni District Hospital, Private Bag X
15, Verulam, 4340

CLOSING DATE : 12 May 2023

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE
Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : Send Your application quoting the relevant reference number, position, and management area on the new Z83 to: The Applications should be submitted to Head of Department: The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549 Polokwane, 0700. Hand delivered at 21 Rabe Street, Polokwane.
- CLOSING DATE** : 12 May 2023, Time: 13h00
- NOTE** : Applications must be submitted on the prescribed new Z.83 form of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are to specify the Centre on Z83. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right to appoint. A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. All shortlisted candidates for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. To

ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Program as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training program which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Short-listed candidates will be subjected to a security clearance and pre-employment.

MANAGEMENT ECHELON

<u>POST 14/397</u>	:	<u>DIRECTOR: INFRASTRUCTURE REF NO: DSAC 2023/01</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of the package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Polokwane (Head Office) : an undergraduate qualification (NQF level 7) as recognised by SAQA. an undergraduate qualification (NQF level 7) as recognised by SAQA in Built environment/Civil Engineering/ Quantity Surveyor will be an added advantage. 05 years' experience at middle/senior managerial level in the Built environment/Civil Engineering/ Quantity Surveyor. A valid driver's license (with the exception of persons with disabilities). Note: Preference should be female African, Coloured, Indian and Persons with disabilities are encouraged to apply Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. Knowledge: Extensive knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of National/Provincial as well as Local Government. Knowledge of Built environment, Government Infrastructure Planning and Delivery, Infrastructure Delivery Legislative Framework, Construction contracts, Infrastructure Delivery Management System (IDMS). Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills.
<u>DUTIES</u>	:	Development, review and updating of the Infrastructure Delivery Management Framework(s), performance and risk management systems and implementation strategies. facilitate and support capacity building for improved infrastructure performance. development, updating and implementation of infrastructure policies, systems, standard operating procedures, Codes of Practice and Best Practice Notes/Circulars. Monitoring and reporting of Infrastructure Financial Management. Provide guidance with regard to integrated spatial infrastructure planning in the Department. Monitoring of infrastructure programmes and projects. Guide the monitoring of processes, plans and budgets for conditions and functional assessments (including any specific requirements stated in the OHS Act). Facilitate implementation of maintenance strategies, service delivery models, plans, and budgets. Manage the development and review of the infrastructure delivery plan and maintenance strategy. Manage the development and review of the

infrastructure and immovable asset management plan to enable achieving of the strategy. Manage relationships with implementing agents and stakeholders to support infrastructure development and delivery. Formulate and manage the directorate's budget in line with strategic objectives. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

OTHER POSTS

POST 14/398 : **DEPUTY DIRECTOR: PERFORMING ARTS REF NO: DSAC 2023/02**

SALARY : R908 502 per annum, per annum (Level 12), (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund 63 (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines).

CENTRE REQUIREMENTS : Polokwane (Head Office)
: an undergraduate qualification (NQF level 6/7) as recognised by SAQA. an undergraduate qualification (NQF level 6/7) as recognised by SAQA in performing Arts will be an added advantage.03-05 years in Junior Management / Assistant Director within the Arts and Culture sector. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

DUTIES : Understanding on how the arts, performing arts-Theatre and Dance can impact on social-economic development. Knowledge of the PFMA and budgeting procedure. Project management and research skills. Strong work ethos combined with flexibility and creativity. Understand legal procedures. Knowledge of arts funding environment in south Africa. Knowledge of relevant policies acts and regulations. Understanding of the arts and culture sector. Knowledge of administrative processes and procedures. Good planning and organizing skills, good verbal and written communication skills, good interpersonal and negotiation skills, Problem solving skills, Computer literacy. To develop, promote and sustain performing Arts sectors. Develop policies and strategies for performing Arts sector, Theatre and Dance. Provide research on Theatre and Dance and disseminate finding to the Department and relevant stakeholders. Manage, Monitor and evaluate funded projects. Manage existing intergovernmental and international partnerships in relation to performing Arts -Theatre and Dance. Develop and manage the implementation of database for performing Arts Practitioners- Theatre and Dance. Supervise and mentor subordinates.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

POST 14/399 : **DEPUTY DIRECTOR HERITAGE SERVICES REF NO: DSAC 2023/03**

SALARY : R908 502 per annum (Level 12), (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund 63 (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules middle Management Services Guidelines)

CENTRE REQUIREMENTS : Polokwane (Head Office)
: an undergraduate qualification (NQF level 6/7) as recognised by SAQA. an undergraduate qualification (NQF level 6/7) as recognised by SAQA in Museums and heritage will be an added advantage.03-05 years in junior Management/Assistant Director within the heritage sector. A valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change

		Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. Knowledge: Legislation, policy and regulations relating to the sector; The history, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques and practices; Technique of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Knowledge of collections management (information management) and preventative conservation; Education methodology in museums preventative conservation; Project planning and management; Financial management; Government driven service improvement initiatives; Skills Needed: Communication (written and verbal); Numeracy; Computer Literacy; Project Management; Accounting Finance and Audit; Information Technology; Strategic Planning.
<u>DUTIES</u>	:	Manage the following: Museum research and exhibitions; The rendering of musicological services; The rendering of museum support services; Ensure Financial management and People management.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144
<u>POST 14/400</u>	:	<u>DEPUTY DIRECTOR: RECREATION PROMOTION REF NO: DSAC 2023/04</u>
<u>SALARY</u>	:	R908 502 per annum (Level 12), (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund 63 (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
<u>CENTRE REQUIREMENTS</u>	:	Polokwane (Head Office) an undergraduate qualification (NQF level 6/7)) as recognised by SAQA.an undergraduate qualification (NQF level 6/7) as recognised by SAQA in Sport Management/ Sport Administration/ Sport Science/ Physical Education/ Human Movement Studies/ Biokinetics will be an added advantage.03-05 years in junior Management/Assistant Director within the sport/recreation. A valid driver's license (with the exception of persons with disabilities Core and Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication . Knowledge: Thorough knowledge of Recreation programmes within the broader sporting context; Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines; Computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses; Effective verbal and written communications, including active listening skills and skill in presenting reports and recommendations; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Work closely with provinces in monitoring the implementation of the mass participation programmes funded through the conditional grant; Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment; An in- depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues; Must be able to withstand the political pressures related to this job.
<u>DUTIES</u>	:	The purpose of this position is to manage the projects to increase the number of participants in sport and recreation activities; Provide operational leadership to – Develop and maintain a framework to increase the number of participants in sport and recreation activities: Develop and maintain delivery mechanisms to increase the number of participants in sport and recreation activities; Monitor and evaluate the increase in number of participants in sport and recreation activities, Develop and implement interventions to increase the number of participants in sport and recreation activities, Stakeholder management and delivery of Ministerial Outreach Programme; Establish the strategy and operational leadership for the sub directorate including the approach for the development of a set of metrics to monitor the delivery of the above objectives, utilizing efficiency and cost reductions whilst

maintaining high quality and value to DSAC; Provide strategic and tactical guidance for the above operational activities within the sub directorate, ensuring operational and financial objectives are consistent with overall DSAC objectives and follow best practices observed within DSAC and the industry; Advise stakeholders, DSAC Ministry and Management on community recreation related issues, including relevant policies and legislation; Assist the Director and Chief Director in communicating the Directorate's strategic vision; Supervise staff; Responsible for planning and organizing and preparation of all reports of the activities of the Sub Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline, and on-going coaching.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No:015 284 4038 and Makaulule MM @ 015 284 4144

POST 14/401 : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER: OFFICE OF THE MEC SUPPORT SERVICES REF NO: DSAC 2023/05**

SALARY : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualifications in Public Management /Administration / Management, Human Resources Management) will be an added advantage. Five (5) years relevant experience of which three (3) years must be at supervisory level (ASD). A valid driver's license (Attach copy) Core Competencies: Broad knowledge and understanding of the functional areas covered by the Member of the Executive Council (MEC) portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Skills & Knowledge: Computer literacy. Knowledge, Competencies and Skills organizational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem Solving and Decision-Making, Project Management and Team Leadership.

DUTIES : Manage the administrative and coordination activities within the office of the Member of the Executive Council (MEC). Liaise with internal and external role players with regard to matters relating to the portfolio of the Member of the Executive Council (MEC). Render a Cabinet/executive council support service to the Member of the Executive Council (MEC) Governance. Supervise employees.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM @ 015 284 4144

POST 14/402 : **LIBRARY ASSISTANT REF NO: DSAC 2023/06 (X19 POSTS)**
(12 Months contract)
(Re- Advertisement)

SALARY : R151 884 per annum (Level 04), plus 37% Lieu benefit

CENTRE : Mopani District Gravelote

Leboneng
Rixile
Nkuri
Timamogolo
Modjadjiskloof
Kgapane
Soeffontein
Sekgopo
Mokwakwaila
Motupa
Senwamokgope
Metz
Drankensig
Letsitele
Phalaborwa
Runnymade

		Mavalane Maphale
<u>REQUIREMENTS</u>	:	NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of Basic Education: Knowledge and skills: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organizing skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's license (except for persons with disabilities). Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerization of library materials. Provide support services for awareness and collection development. Assist with processing of library materials to be shelved ready. Assist the librarian in the day-to-day management and operation of the library. Sorting, shelving and shelving reading of library materials according to their categorization. Assist with executing library programs and events. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144
<u>POST 14/403</u>	:	<u>GENERAL WORKER REF NO: DSAC 2023/07</u>
<u>SALARY</u>	:	R107 196 per annum (Level 02)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Must have a Grade 12 Matric / National Certificate or NQF level 4 Qualification, must have English (communication at level 3) must have excellent verbal communication, reading and writing skill.
<u>DUTIES</u>	:	Perform general assistant work, Load and off load furniture, equipment's and any other goods to relevant destination, clean government vehicles, Clean relevant workstation. Maintain premises and surroundings, clean premises and surroundings, empty dirt bins, maintain the garden, watering the garden, mow the grass, remove weeds, and garden refuse, maintain gardening equipment's and tools, detect and report malfunction for gardening equipment's and tools, Repair minor defects of gardening equipment's and tools.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

**INTERNSHIP PROGRAMME FOR 2023/2024-2024/2025(24 MONTHS)
Workplace experience posts for unemployed graduate interns**

<u>NOTE</u>	:	Applications are invited from unemployed graduates between 18 and 35 years of age. Applicants should be residing in Limpopo Province and should have never participated in an internship program before, in any government department. Women and people with disabilities are encouraged to apply.
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OTHER POSTS

<u>POST 14/404</u>	:	<u>INTERNSHIP (ARTS AND CULTURE) REF NO: DSAC 2023/08 (X2 POSTS)</u>
<u>STIPED</u>	:	R6 360.21 per month
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Culture and Heritage Studies, Bachelor of Heritage and Culture Science, Bachelor of Social Science in Heritage & Cultural Sciences or Arts and Culture.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

POST 14/405 : **INTERNSHIP (HUMAN RESOURCE DEVELOPMENT) REF NO: DSAC 2023/09**

STIPED : R6 360.21 per month
CENTRE : Polokwane (Head Office)
REQUIREMENTS : Degree or National Diploma in Management of Training, Human Resource Development/Management.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

POST 14/406 : **INTERNSHIP (SUPPLY CHAIN MANAGEMENT) REF NO: DSAC 2023/10**

STIPED : R6 360.21 per month
CENTRE : Polokwane (Head Office)
REQUIREMENTS : Degree/National Diploma in Supply Chain Management, Logistics or Finance related fields.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Ramavhanda ND Tel No: 015 284 4038 and Makaulule MM Tel No: 015 284 4144

**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 May 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 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. N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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)

MANAGEMENT ECHELON

POST 14/407

DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/APRIL/23/57

- SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)
- CENTRE** : Nkangala District Office, Emalahleni
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. Valid driver's licence. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time

management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver's licence.

DUTIES : Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

OTHER POSTS

POST 14/408 : **CLINICAL MANAGER (MEDICAL): GRADE 1 (REPLACEMENTS) REF NO: MPDOH/APRIL23/56 (X2 POSTS)**

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)
KwaMhlanga Hospital (Nkangala District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2023). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. 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-cum-Chief Executive Officer 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 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. 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 14/409** : **DEPUTY MANAGER NURSING (PN-A8): PRIMARY HEALTH CARE REF NO: MPDOH/APRIL/23/58**
- SALARY** : R881 961 – R992 634 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Nkangala District Office, Emalahleni
Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse (2023). Diploma in Clinical Nursing Assessment, Treatment and Care or Community Health Nursing Science plus Diploma / Degree in Health Service Management (Nursing Administration). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level. Valid drivers licence. Knowledge of Primary Health Care, Knowledge of support services with relevant to people management, Facility management and supervision, Good Communication skills, Strong Leadership managerial, organisational strategic, operational and contingency planning skills, independent decision making, problem- solving skills and interpersonal skills. Computer literacy (MS Word , Excell and Power point).
- DUTIES** : Efficient and effective strategic leadership of the district in Primary Health Care Services, management of personnel administration, support and supervise the Assistant Manager PHC and Operational Managers, human resource management and training, disciplinary procedures, labour relations. Manage the district budget, support in the maintenance of Ideal Clinic and OHSC Accreditation for PHC facilities.
- ENQUIRIES** : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/410</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8): NURSING PRACTICE REF NO: MPDOH/APRIL/23/59</u>
<u>SALARY</u>	:	R881 961 – R992 634 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse (2023). Diploma in Clinical Nursing Assessment, Treatment and Care or Community Health Nursing Science plus Diploma / Degree in Health Service Management (Nursing Administration). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level. Valid drivers licence. Knowledge of Primary Health Care, Knowledge of support services with relevant to people management, Facility management and supervision, Good Communication skills, Strong Leadership managerial, organisational strategic, operational and contingency planning skills, independent decision making, problem- solving skills and interpersonal skills. Computer literacy (MS Word , Excell and Power point).
<u>DUTIES</u>	:	Assist the Director: Nursing in all matters related to the practice of the nursing and midwifery in Mpumalanga. Participate in the development, implementation and monitoring of the standards of nursing and midwifery practice. Monitor compliance to the ethical, legal and the regulatory requirements related to the nursing and midwifery practice in Mpumalanga. Coordinate all matters related to the practice of nursing and midwifery in Mpumalanga. Liaise with all relevant (internal and external) stakeholders on matters related to the practice of nursing and midwifery in Mpumalanga. Identify and mitigate al risks related to the practice of nursing and midwifery in Mpumalanga. Efficient and effective strategic leadership of the districts in Primary Health Care Services, management of personnel administration, support the Assistant Manager PHC and Operational Managers, human resource management and training, disciplinary procedures, labour relations. Manage and support in the maintenance of Ideal Clinic and OHSC Accreditation for PHC facilities.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/411</u>	:	<u>MEDICAL OFFICER GRADE 1 (REPLACEMENT) REF NO: MPDOH/APRIL/23/60</u>
<u>SALARY</u>	:	R858 528 - R924 876 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	KwaMhlanga Hospital (Nkangala District)
	:	MBChB 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.

DUTIES : 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.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/412 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/APRIL/23/61**

SALARY : R766 584 per annum, (all-inclusive remuneration package)
CENTRE : Nkangala District Office, Emalahleni
REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Health related field as recognized by SAQA. A minimum of three (3) years' relevant experience in Quality Assurance settings at supervisory / management level (ASD). A valid driver's licence. A postgraduate qualification in quality management or Health Systems improvement will be an added advantage. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Practical knowledge and understanding of the Promulgated Norms and Standards for health establishments as well as Ideal Facility Realization Framework. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's licence.

DUTIES : Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health establishments. Provide technical support and advice to management and staff on clinical quality issues and quality improvement planning. Support health establishments to become ideal. Provide technical support to Health Establishments in the management of Complaint, Compliments and Suggestions as well as Patient Safety Incidents. Develop monitoring systems and coordinate processes for licensing of private health establishments in the province.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/413 : **ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/APRIL/23/62**

SALARY : R642 942 – R723 624 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Thembisile Hani Sub-district (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2023). At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid driver's licence.

DUTIES : Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/414 : **ASSISTANT MANAGER NURSING AREA (PN-B4): ADVANCED MIDWIFERY AND NEONATOLOGY REF NO: MPDOH/APRIL/23/63**

SALARY : R642 942 – R723 624 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery (2023). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in critical care/trauma nursing. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing (2023). At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery and Neonatology Nursing .At least three (03) years of the period referred to above must be appropriate/recognizable experience at

Management Level. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

- DUTIES** : Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery
- ENQUIRIES** : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 14/415** : **HEAD OF NURSING SCHOOL (PN-D3): EMBHULENI HOSPITAL CAMPUS AND PIET RETIEF HOSPITAL CAMPUS (REPLACEMENTS) REF NO: MPDOH/APRIL/23/64 (X2 POSTS)**
- SALARY** : R606 042 - R702 561 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Mpumalanga College of Nursing, Kabokweni
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. Masters / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC (2023). A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2023). At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Teaching of clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant training

facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the relevant health training facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work, effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational programmes. Co-ordinate theory and practical for Health Nursing Science for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Teach Health Nursing Science.

- ENQUIRIES** : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 14/416** : **OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENTS) REF NO: MPDOH/APRIL/23/65 (X2 POSTS)**
- SALARY** : R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Doornkop Clinic and Sakhelwe Clinic (Nkangala District)
- REQUIREMENTS** : 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. 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 14/417** : **ASSISTANT DIRECTOR: CORPORATE SERVICES (REPLACEMENT) REF NO: MPDOH/APRIL/23/66**
- SALARY** : R491 403 per annum, (plus service benefits)
- CENTRE** : Impungwe Hospital (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
- DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.
- ENQUIRIES** : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/418 : **OPERATIONAL MANAGER (PN-A5): OPD (REPLACEMENT) REF NO: MPDOH/APRIL/23/67**

SALARY : R464 466 - R522 756 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2023). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/419 : **OPERATIONAL MANAGER (PN-A5): SURGICAL WARD (REPLACEMENT) REF NO: MPDOH/APRIL/23/68**

SALARY : R464 466 - R522 756 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Standerton Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2023). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Surgical Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
- ENQUIRIES** : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 14/420** : **LECTURER GRADE 1 (PN-D1): ROB FERREIRA SUB-CAMPUS AND BETHAL SUB-CAMPUS (REPLACEMENTS) REF NO: MPDOH/APRIL/23/69 (X2 POSTS)**
- SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Mpumalanga College of Nursing, Kabokweni
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2023). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
- DUTIES** : Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
- ENQUIRIES** : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/421 : **SENIOR ADMINISTRATIVE OFFICER: QUALITY ASSURANCE (REPLACEMENTS) REF NO: MPDOH/APRIL/23/70**

SALARY CENTRE : R331 188 per annum, (plus service benefits)
: Barberton Hospital

Tonga Hospital (Ehlanzeni District)

Piet Retief Hospital

Bethal Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Quality Management or equivalent qualification. A minimum of three (3) years' relevant experience in Quality Assurance in a hospital environment. Track knowledge on quality improvement and understanding of Health Standard Compliance matters in health sector. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Proof of computer literacy (MS Office, Word Excel, Outlook & PowerPoint). Knowledge, skills, training and competencies required: strong interpersonal communication and presentation skills. Sound project skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public sector. High levels of accuracy. Proven 23 initiative, writing skills. Valid driver's license. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. Financial management skills. Empathy and counselling skills and knowledge ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented and practices are according to specified policy. Perform training and guidance activities. To instil a culture of service delivery in all service areas within the district, monitor quality assurance indicators and report thereon to assist in the improvement project advanced quality assurances in the district. Interact with the university and COHSASA role players to enhance the quality assurance planning, co-ordination implementation, monitoring and evaluation and evaluation of quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards accreditation. Co-ordinates peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and provide training and update clinic and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse event, complaints and various other related committees to improve quality. Ensure all facilities conduct patient experience of care and waiting time's surveys. Co-ordinate Batho Pele and good governance programmes.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/422 : **OCCUPATIONAL THERAPIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/APRIL/23/71**

SALARY : R332 427–R378 318 per annum, (Depending of years of experience in terms of OSD).

CENTRE : H A Grove Hospital (Nkangala 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 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 expected. Clinical experience in these fields will be beneficial.

DUTIES : 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. 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/423 : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/APRIL/23/72**

SALARY : R332 427 – R378 318 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the HPCSA in relevant profession (where applicable). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA.

DUTIES : Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/424 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (REPLACEMENT) REF NO: MPDOH/APRIL/23/73**

SALARY : R331 188 per annum, (plus service benefits)

CENTRE : Govan Mbeki Sub-district (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Information Management Diploma / Degree in Public Management /

Administration, Office Management or equivalent qualification plus three (3) years relevant experience. Knowledge of the Integrated Health Planning systems: DHIS, Tier.Net, Ideal Clinic/Hospital and LOGIS. The following skills will serve as a recommendation: analytical skills and/or statistics skills. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, information monitoring skills and good leadership skills. Valid driver's licence.

DUTIES : Support the implementation and coordination of data flow policy and data quality strategies on performance information in the district. Support the sub-district on data collection on a monthly and quarterly basis. Support facilities and districts on data quality, data analysis and data clean-up. Provide logistical support on training and capacity building of information officers and data capturers. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Information Management in the district.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/425 : **PRINCIPAL PERSONNEL OFFICER (REPLACEMENT) REF NO: MPDOH/APRIL/23/74**

SALARY CENTRE REQUIREMENTS : R269 214 per annum, (plus service benefits)
: Nkangala District Office, Emalahleni
: Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of PERSAL and at list must have three PERSAL courses including interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.

DUTIES : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/426 : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/APRIL/23/75**

SALARY : R269 214 per annum, (plus service benefits)

<u>CENTRE REQUIREMENTS</u>	: Amajuba Memorial Hospital (Gert Sibande District) : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of PERSAL and at list must have three PERSAL courses including interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	: Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.
<u>ENQUIRIES</u>	: 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/427</u>	: <u>STATE ACCOUNTANT: INTERNAL CONTROL AND SYSTEMS (REPLACEMENT) REF NO: MPDOH/APRIL/23/76</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R269 214 per annum, (plus service benefits) : Provincial Office, Mbombela (Nelspruit) : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); LOGIS and PERSAL; good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.
<u>DUTIES</u>	: Manage BAS, LOGIS and PERSAL Systems. Establish and monitor control systems across the department. Ensure fraud prevention and loss management. Render financial information and assurance services. Coordinate departmental oversight and other committees. Monitor compliance to policies, process and procedures.
<u>ENQUIRIES</u>	: 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .

POST 14/428 : **CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES (REPLACEMENT)**
REF NO: MPDOH/APRIL/23/77

SALARY : R269 214 per annum, (plus service benefits)
CENTRE : Bernice Samuel Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma (N6/7) / Degree in Public Administration / Management or equivalent qualification. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's licence is essential. Good communication skills (written and verbal).

DUTIES : Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance to National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measure are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/429 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH**
(REPLACEMENT) REF NO: MPDOH/APRIL/23/78

SALARY : R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Msukaligwa Sub-district (Gert Sibande District)
REQUIREMENTS : Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative frame works and related policies in the School health Services and other prescripts.

DUTIES : Visiting of all schools in the area of jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parents meetings to raise awareness about Health Promotion in Schools.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/430 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING (REPLACEMENT) REF NO: MPDOH/APRIL/23/79**

SALARY : R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Evander Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.

DUTIES : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho-Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : 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 Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

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

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

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, Applications may be emailed to: kmakaota@nwpg.gov.za
- FOR ATTENTION** : Kegomoditswe Makaota
- CLOSING DATE** : 11 May 2023 at 15H30
- NOTE** : Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Emailed applications will be only accepted for post of Head of Department (ref.01/2023/24). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

- POST 14/431** : **HEAD OF DEPARTMENT REF NO: 01/2023/24**
(5-Year Contract)
Re-advertisement; candidates who previously applied are encouraged to reapply
- SALARY** : R1 590 747 per annum (Level 15), all-inclusive flexible remuneration package, plus 10% non-pensionable Head of Department's monthly allowance. The all-inclusive remuneration package consists of a basic salary of either 60% and 40% or 70 % and 30% flexible portion structured according to personal needs. The successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Mahikeng
Grade 12 Certificate, an undergraduate qualification (NQF Level 7) plus a Postgraduate qualification (NQF Level 8) in Public Administration or any qualification related to Management Studies as recognized by SAQA. Relevant qualification in policing and/or transport will serve as an added advantage. A minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state. Experience within the Safety & Security Sector and/or Transport Sector will serve as an added advantage. No criminal Record. Competencies: Strategic capacity and dynamic leadership skills. Programme and project management skills. Strong financial management skills. Problem- solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Highly developed communication, networking and presentation skills. Honesty and integrity. Excellent in-depth knowledge of, and insight into all applicable policy frameworks governing the public sector in relation to the Safety or Transport environment. Capability to perform all the assigned functions. Computer Literacy.
- DUTIES** : Reporting to the MEC for Community Safety and Transport Management; the incumbent will provide strategic and operational support to the Office of the Executive Authority and serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Community Safety and Transport Management Prescripts, Services and Programmes in the Province. In addition to serving as the Accounting Officer of the Department, the incumbent will be directly responsible for the following within the framework of the Departmental Strategic Plan. Manage and Oversee the management of provincial Secretariat oversight functions over Police Services within the Province. Oversee the management of Transport Regulations and Road Safety in the Province. Oversee the management of Transport Operations in the Province. Oversee the management of District Coordination and Government Fleet Services, Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.
- ENQUIRIES** : Dr. Ntlhopeng Dikobe Tel No: 018 200 8021/22
- POST 14/432** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 02/2023/24**
Directorate: Supply Chain Management
- SALARY** : R1 105 383 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Mahikeng
National Senior certificate plus Bachelor's Degree (NQF level 7) in Supply Chain Management/ Finance/ Financial Management/ Economics/ 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. Valid Drivers' License. Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Customer Service principles (Batho pele principles). Risk Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the

transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework). Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, Understanding of budgeting and Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.

DUTIES : Ensure the development, implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in the Departments Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance. Provide effective movable assets and liability management services. Oversee the management of 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 proper implementation of bid processes in accordance with relevant prescripts. Development of adequate risk management measures. Manage all resources of the Directorate.

ENQUIRIES : Ms K Phatudi Tel No. 018 200 8024/25

POST 14/433 : **DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: 03/2023/24**
Chief Directorate: Transport Operations

SALARY : R1 105 383 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Mahikeng
Grade 12 certificate plus a recognised NQF 7 Qualification in Transport Management/Economics/Administration. Five (5) years of experience at middle managerial level in Transport Management environment. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License Knowledge: Extensive appropriate strategic management, public transport policies and strategies. Public Finance Management Act (PFMA). Knowledge of public services Act, public services regulations and frameworks. Ability Conceptualise policy and apply it successfully. Skills: High level of written and verbal communication with ability to make presentations. Services delivery innovative and management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven. Computer literacy. Ability to interact professionally and effectively with diverse Stakeholders. Analytic skill and problem solving skills. Have the ability to generate new idea and improve where circumstances require. Personal Attributes: Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.

DUTIES : Manage personnel of the Directorate and provide effective guidance on implementation of Government policies and regulations. Monitor the implementation of Transport legislation in relation to monitoring and oversight of the Public Transport service functions in the Province. Evaluate and review practices, methodologies and performance of the directorate in the province and compile reports.

ENQUIRIES : MS M. Dayel Tel No: 018 200 8027

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.

APPLICATIONS

: Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X 2068, Mmabatho, 2735, Mafikeng Provincial Hospital: Private Bag X2031, Mafikeng 2745
Klerksdorp/Tshepong Hospital Complex, Private Bag XA14, Klerksdorp 2570
Dr Ruth Segomotsi Mompoti District Office, Private Bag x 24, Vryburg, 8600
Bojanala District Office Private Bag X 82090, Rustenburg, 0300
Ngaka Modiri Molema District Office Private Bag X 116, Mmabatho, 2735
Dr Kenneth Kaunda District Office, Private bag A2, Klerksdorp, 2570
Joe Morolong Memorial Hospital, Private Bag X 4, Vryburg, 8600
Schweizer-Reneke District Hospital, Private Bag X 04, Schweizer-Reneke, 2780
Nic Bodenstein Hospital, Private Bag X7 Wolmaransstad, 2630
Rustenburg Sub-District Office, Private Bag X 82055, Rustenburg, 0300
Madibeng Sub-District Office, Private Bag X 5084, Brits, 0250
Koster/Swartruggens Hospital, Private Bag X 1002.

FOR ATTENTION

: Ms T.D Dithipe, Provincial Office
Mr J Lolwane, Mafikeng Provincial Hospital
Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
Mr N Maibi, Dr Ruth Segomotsi Mompoti District Office
Mr E Mmusi, Bojanala District Office
Ms N Motlhabane, Ngaka Modiri Molema District Office
Mr P Kolokoto, Dr Kenneth Kaunda District Office
Mr M Montshiwagae, Joe Morolong Memorial Hospital
Mr A Koki, Schweizer-Reneke District Hospital,
Ms M Modise, Nic Bodenstein Hospital
Mr R Ramugondo, Rustenburg Sub-District Office
Ms N Mashala, Madibeng Sub-District Office
Mr T Isaacs, Koster/Swartruggens Hospital

CLOSING DATE

: 12 May 2023

NOTE

: The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health 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. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in

the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

POST 14/434 : **DEPUTY DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT (SHERQ) AND HEALTH PRODUCTIVITY MANAGEMENT (HPM) REF NO: 01/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
 : Provincial Office (Mahikeng)
 : National Diploma /Bachelor's Degree in Nursing/Safety Management/ Environmental Health. ive (5) years' experience in Health and Safety environment of which 3 years should be at Assistant Director Level. A valid driver's license. Registered with the relevant Statutory Council (HPCSA OR SANC). Experience in healthcare setting will be an added advantage. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of administrative procedures, National Building Regulations and standards. Understanding of ISO quality standards, project and change management. Ability to develop and apply policies. Good coordination, stakeholder liaison, sound research, analytical, organising, planning, communication (verbal and written) and presentation skills. Ability to gather and analyse information. Computer literacy.

DUTIES : Manage and monitor compliance in the implementation of Occupation Health Safety (OHS) requirements. Develop policies and guidelines according to ISO 45001. Develop and implement appropriate training programmes in the adoption of the OHS management system. Oversee the process of the appointment of OHS statutory appointees. Develop, review and maintain OHS legal register for all Departmental activities. Implement OHS risk register in the department. Develop and monitor the Occupational Health Risk profile. Develop and monitor the Medical Surveillance program. Manage emergency procedures and organise emergency teams. Manage the investigation of Occupational Injuries on Duty (COID) cases. Manage the implementation and Promotion of Health and Productivity programmes of Policy on Incapacity Leave and Ill Health Retirement (PILIR) and Interventions. Manage all the resources.

ENQUIRIES : Ms C.L Ratseane Tel No: 018 391 4372

POST 14/435 : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS AND HIV, TB AND STI REF NO: 02/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
 : Provincial Office (Mahikeng)
 : Bachelor's Degree in Social Work. Registered with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Five (5) years' experience in managing Employee Health and Wellness of which 3 should be at Assistant Director Level. A valid driver's license. Knowledge of EAPA SA Standards, DPSA EHW Framework and policies, Health and behavioural risks in the workplace, HIV/AIDS National Strategic Plan, HR Practices, and procedures. Computer literacy.

DUTIES : Manage the implementation of Wellness Management and HIV/TB & STI management Pillars. Coordinate the development, implementation and review of Wellness management and HIV/TB & STI Policies. Provide Management Reports in line with DPSA prescripts. Conduct capacity building initiatives to strengthen implementation of wellness and HIV, TB within the Department. Contribute to the development of the Directorate Annual Performance Plan and Operational Plan and ensure that assigned projects are completed within the deadline, cost and quality required. Provide Secretariat support services to the Provincial Employee Wellness Committee. Collate, consolidate, and analyse reports from districts on a quarterly basis. Ensure record keeping of confidential personal information of clients. Ensure efficient management of the Sub-Directorate resources.

ENQUIRIES : Ms C.L Ratseane Tel No: 018 391 4372

POST 14/436 : **DEPUTY DIRECTOR: ETHICS, ANTI-FRAUD AND ANTI-CORRUPTION REF NO: 03/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/Bachelor's Degree in Accounting/ Risk Management/Internal Auditing/Law. Five (5) years relevant experience in Risk Management and Ethics Management of which 3 years should be at Assistant Director level. A valid driver's license. Affiliation with relevant professional body (IRMSA, IIA, Ethics SA, ACFE) will serve as an added advantage. Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Protection Administration Act (2014), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994. Knowledge of policy development and interpretation of policies. Skills: Good communication (verbal and written), presentation, report writing, planning, organizing and interpersonal relations skills. Ability to work in team working and good communication. Must be self-driven and assertive. Computer literacy.

DUTIES : Develop, review and implement the Ethics, Whistle blowing, Anti-Fraud and Corruption policies, strategies, plans, registers and systems. Liaise with relevant stakeholders with regard to Ethics, Anti-fraud and corruption activities. Conduct Fraud and Ethics risk assessments. Manage and conduct employee educational and awareness programmes. Facilitate and manage e-disclosure for designated employees. Conduct risk-based e-disclosure verification and advice on the appropriate action to be taken, where necessary. Establish investigations mechanism and referral to Labour Relations and law enforcement agencies, where necessary. Manage the Sub-Directorate: Ethics Anti-Fraud and Corruption Management.

ENQUIRIES : Mr S.G Ndou Tel No: 018 391 4546

POST 14/437 : **DEPUTY DIRECTOR: POLICY REF NO: 04/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/Bachelor's Degree in Social Sciences/Humanities/Public Management/Administration. Postgraduate qualification will be an added advantage. Five (5) years' experience in Strategic Planning or Policy Management and Development of which 3 years should be at Assistant Director level. A valid driver's license. Skills and competencies: Knowledge of policy development and analysis, research methodologies, ability to interpret research data, strategic planning abilities, understanding of public service systems, stakeholder and people management, good ICT skills. Computer literacy.

DUTIES : Facilitate the development and review of Departmental policies and regulatory frameworks; scanning the policy environment to inform development of policies and strategy; producing discussion documents for policy development. Coordinate policy development of the Department and ensure alignment with national and provincial health priorities. Analyse policy developments from other sectors impact to the Department. Ensure policy advocacy for alignment at different fora. Ensure overall coordination of Departmental Policy Reviews to ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the provincial and Department impacts and outcomes. Undertake an active role to the Departmental planning and research processes.

ENQUIRIES : Mr K.F Rabanye Tel No: 018 391 400/4001

POST 14/438 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT (SKILLS PLANNING AND BURSARIES) REF NO: 05/2023/04**

SALARY CENTRE : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)

<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Human Resources Development (HRD)/ Human Resource Management/Public Management/Administration. Five (5) years' experience in Human Resource Development sector of which 3 years should be at Assistant Director Level. A valid driver's license. Knowledge of Skills Development legislation and processes. Knowledge of applicable Public Service prescripts; Skills Development Legislation; Budgeting and other related financial processes. Project Management experience in Skills Planning. Good interpersonal, communication and team work skills. Conflict resolution. Computer literacy.
<u>DUTIES</u>	:	Provide strategic and operational leadership of the component. Provide leadership on workplace induction and present Compulsory Induction Programme. Execute Skills Development Facilitators duties. Manage key deliverables for the supervisees. Liaise with relevant stakeholders to support training interventions initiated by the Department. Develop, review and implement component policies and procedures. Collect data, keep records, manage information to ensure that all mandatory plans and reports relevant to the component are developed and submitted to the relevant authorities. Schedule periodic monitoring visits to institutions of higher learning and health facilities to provide support to students and adherence to policies and procedures. Ensure targets are met as per relevant prescripts in own area of work.
<u>ENQUIRIES</u>	:	Ms M.G Kgori Tel No: 018 391 4190
<u>POST 14/439</u>	:	<u>DEPUTY DIRECTOR: ICT PROJECTS AND CONTRACT MANAGEMENT REF NO: 06/2023/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum, (all-inclusive MMS package) Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Certified in any of the recognized project management frameworks or completed Project Management as module during completion of a degree or diploma. Five (5) years' experience in Information and Communications Technology of which 3 years should be at Assistant Director level in implementing ICT Projects. A valid driver's license. Willingness to travel extensively. Computer literacy.
<u>DUTIES</u>	:	Develop, implement and monitor ICT project plans. Provide advisory to the Department on management of ICT projects. Participate in the Department's migration to digital health through effective management of ICT projects. Develop and implement policies in relation to management of projects. Ensure creation and maintenance of project files. Manage all ICT projects. Ensure development and implementation of systems, policies and processes for management of ICT contracts.
<u>ENQUIRIES</u>	:	Mr H.M Metsileng Tel No: 018 391 4011
<u>POST 14/440</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS AND DATABASE MANAGEMENT REF NO: 07/2023/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum, (all-inclusive MMS package) Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's in Information Technology. Oracle Certified Associate/Oracle Certified Profession certification. Five (5) years' experience in Database, preferably Oracle database administration, proven experience in Structured Query Language, Server and experience in Oracle Linux environment of which 3 years should be at Assistant Director Level. A valid driver's license. Experience of managing multiple RDBMS or large systems. Practical experience in monitoring and tuning a database to provide a high availability service. Practical experience in managing internal and external MS SQL database security. Technical experience in Oracle DB 11G, 12, 19C. Computer literacy.
<u>DUTIES</u>	:	Ensure the availability and performance of the databases that support the system. Work with the team to ensure associated hardware resources are allocated to the databases to ensure high availability and optimum performance. Proactively monitor databases and secure service with minimum downtime. Provide trend analysis to the service management team to enable them to make informed decisions regarding resource management. Work closely with IT project managers, database programmers and web developers. Communicate regularly with

technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purpose. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control access permissions and privileges. Develop, manage and test back-up and recovery plans. Patching and maintenance. Provide Application database administration on MS SQL. Ensure that storage, archiving, backup and recovery procedures are functioning correctly. Ensure capacity planning. Manage servers. Compile specification, Procure hardware and software and licenses. Develop and implement policies. Manage resources and budget of sub directorate.

ENQUIRIES :

Mr H.M Metsileng Tel No: 018 391 4011

POST 14/441 :

DEPUTY DIRECTOR: HEALTH INFORMATION MANAGEMENT REF NO: 08/2023/04

SALARY :
CENTRE :
REQUIREMENTS :

R766 584 per annum, (all-inclusive MMS package)
 Provincial Office (Mahikeng)
 National Diploma/Bachelor's Degree in Statistics/Mathematics/Health Informatics/Epidemiology. A Post-Graduate qualification in Public Health or Health Informatics serve as an advantage. Five (5) years working experience in Health Information Management Environment of which 3 years should be at Assistant Director Level. A valid driver's license. Sound knowledge of data analysis and report writing capability. Good computer (MS Office and Statistical packages). Competencies: Knowledge in understand data management and its Policies (DHMIS & standard operating procedures). Understand Regional/District Health System (including Health and Management Information Systems) and decentralisation. Knowledge in conducting Public Health research, analysis and Interpretation of Information Policies. Proficient in the use of computers. Knowledge of MS Access databases, and others. Knowledge of District Health Information Software (DHIS) database. Ability to utilise MS Excel and Presentation of analysed data. Knowledge in conducting Public Health research, analysis and Interpretation of Information Policies. Computer literacy.

DUTIES :

Ensure all Health Facility data is collected using standard data element definitions and data collection tools. Support District and/or facility staff to ensure that they report accurate and valid data. Maintain a Provincial Hospital and Clinic information System database to support these processes; with knowledge of using Departmental District Health Information Software (DHIS). Prepare and update graphs on key indicators for the Departmental report. Analyse local data through calculation of essential indicators in Relation to Provincial strategic plans as well as Sub Directorate Operational Plans, disease Profiles and policy developments. Provide feedback to all staff involved in data collection. Manage the Audit of reported Performance against Predetermined Objectives within the Province. Put in place quality control measures in relation to information management. Ensure data is available to management at the right time. Develop information management processes and controls that are aligned and integrated to business processes. Manage sub ordinates.

ENQUIRIES :

Mr T.C Marumo Tel No: 018 391 4003

POST 14/442 :

DEPUTY DIRECTOR: BAS SYSTEM CONTROLLER REF NO: 09/2023/04

SALARY :
CENTRE :
REQUIREMENTS :

R766 584 per annum, (all-inclusive MMS package)
 Provincial Office (Mahikeng)
 National Diploma/Bachelor's Degree in Commerce/Cost and Management Accounting/ Economics/ Financial Management. Five (5) years of relevant experience in BAS System Controller Environment of which 3 years should be at Assistant Director level. A valid driver's license. Knowledge: A clear understanding of PFMA and Treasury Regulations. Knowledge of BAS and its interface process with other systems such as PERSAL and Walker; Knowledge and application of Batho Pele principles. Skills: Computer literacy. Good presentation skills and ability to interact with other stake holders. Ability to meet deadlines. Ability to relate well with other employees. Computer literacy.

DUTIES : Implement and maintain security measures in BAS. Plan, implement, assess and maintain BAS Financial Management System. Provide user support and co-ordinate training for departmental users of the BAS. Monitor and report performance of inter linked systems and other systems (PERSAL, Walker and Vulindlela). Check the success of interfaces and make follow ups on failures/queries. Reconcile BAS and walker payments. Capture responsibility structure for submission to PERSAL unit for link codes. Manage KPA's of subordinates.

ENQUIRIES : Mr I Mojaki Tel No: 018 391 4010

POST 14/443 : **DEPUTY DIRECTOR: DATA QUALITY IMPROVEMENT MENTOR REF NO: 10/2023/04**

SALARY CENTRE : R766 584 per annum, (all-inclusive MMS package)
: Bojanala District Office (Re-advertisement)
: Dr Ruth Segomotsi Mompoti District Office
: Dr Kenneth Kaunda District Office

REQUIREMENTS : National Diploma/Bachelor's Degree in Health Sciences/Statistics/Information Management Systems. Training certificates on DQIM. Five (5) years' experience in Data Quality Improvement and HAST Programmes of which three (3) years' experience should be at Assistant Director Level. A valid driver's license. Must have completed advanced DHIS course with in depth knowledge of District Health Information System. Strong technical skills in monitoring and evaluation and data analysis. Highly analytic with the team building, managerial and report writing skills. Project Management experience in the Health Sector is preferable. Train the trainer qualifications and rapid data quality assessment course will be an added advantage. Computer literacy.

DUTIES : Perform validation checks and follow up discrepancies on electronic data submitted by the Sub-districts into the DHIS for priority programmes, including linkages between the intranet and DHIS. Train and support the Health Facilities on monitoring and evaluation by using the information cycle to complement the training provided by the Information Officer. Ensure data quality, analysis, and presentation of performance assessment information. Develop and refine the monitoring and evaluation plan for priority programmes to be aligned to the Provincial M&E framework. Review the indicators and data collection tools. Ensure alignment of priority programmes with NIDS. Train staff on the collection of data through DHIS. Schedule periodic monitoring and technical support visits to health care facilities to assess progress against approved monitoring and evaluation plan.

ENQUIRIES : Ms K.F Pelo, Tel No: 014 592 8906 (Bojanala District)
: Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
: Mr MP Kolokoto Tel No: 018 4625744 (Dr Kenneth Kaunda District)

POST 14/444 : **DEPUTY DIRECTOR: HEALTH PROGRAMMES REF NO: 11/2023/04**

SALARY CENTRE : R766 584 per annum, (all-inclusive MMS package)
: Bojanala District Office

REQUIREMENTS : National Diploma/ Bachelor's Degree in Health Sciences. Five (5) years' experience on Key Health Programmes of which 3 years should be at Assistant Director Level. A Valid driver's license. A clear understanding of District Health System, Public Health Policy issues, health financing/budgeting and broad health service delivery imperatives. Computer literacy.

DUTIES : Responsible for the following programs: Mental Health, School Health, Rehabilitation, chronic conditions and Geriatrics. Environmental Health Programmes, Health Promotion. Responsible for improving indicators of relevant programs as per the APP, planning budget for the unit. Partake in compiling inputs on the District Health Plan and the District Operational plan. Compile reports and manage supervisees. Work closely with the DCST managers and other units within the District, other Districts and Provincial Office.

ENQUIRIES : Ms KF Pelo Tel No: 014 592 8906

POST 14/445 : **DEPUTY DIRECTOR: QUALITY ASSURANCE (INSPECTIONS, CERTIFICATION AND ACCREDITATION) REF NO: 12/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/ Bachelor's Degree in Health Sciences. Five (5) Year's relevant experience in Quality Assurance of which 3 years should be at Assistant Director Level. A valid driver's license. Knowledge of the Regulated Norms and Standards and Ideal Clinic Realization and Maintenance programs and a good knowledge of Quality Assurance and Quality Improvement. Experience in Healthcare service delivery environment and quality Improvement will serve an added advantage. Good communication skills. Knowledge of Public Service and Administration prescripts. Computer literacy.

DUTIES : Support systems and structures for continuous quality improvement at all health establishment to facilitate compliance with Ideal Health Facility Realization and Maintenance and Regulated Norms and Standards. Undertake facility inspections and assessments to monitor compliance to standards. Capacitate health workers on Quality Improvement methodologies. Liaise with the Office Health Standards compliance and all stakeholders to facilitate compliance, implementation and monitoring of standards. Develop necessary Standard Operating Procedures to facilitate compliance of health establishment. Support QI/ PPIHFRM teams at all districts. Support a provincial multi-disciplinary quality improvement team. Monitor quality improvement projects. Provide quarterly reports to management on Ideal Health Facility Realization and Maintenance and compliance to Regulated Norms and Standards. Support implementation of the National Health Quality Improvement Plan in the Province.

ENQUIRIES : Ms C Masiangoako Tel No: 018 391 4411

POST 14/446 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 13/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/Bachelor's Degree in Human Resource Management/Public Management/Administration Industrial Relations/Psychology. Five (5) years' experience on Human Resource Administration of which 3 years should be at Assistant Director Level in Recruitment and HR Provisioning. A valid driver's license. PERSAL Certificate (Personnel Administration). Competencies/ Knowledge/ Skills: In-depth knowledge, understanding and application of applicable legislation and regulatory framework such as: The Constitution of South Africa 1996, Public Service Act 1994, Public Service Regulations 2016, Public Financial Management Act 1996, Labour Relations Act. Good planning, leadership, communication, financial management, project management and presentation skills. Computer literacy.

DUTIES : Implement human resource administration and practices. Develop and review human resource administration policies and Standard Operating Procedures. Manage recruitment, selection and appointment of employees. Administer personnel records. Manage resources (Financial, human and assets) within the directorate. Develop and implement Sub-Directorate Operational Plans. Conduct compliance monitoring on HR practices at Provincial office and institutions. Participate in the Audit processes. Develop/review performance agreements, work-plans and conduct mid-year reviews. Identify training needs of subordinates. Prepare Human Resource circulars. Manage Recruitment & Selection processes. Prepare submission for approval to advertise. Participate in the orientation and induction of newly appointed employees. Conduct trainings, workshops and briefing sessions on Recruitment related matters. Provide HR support during selection interviews (MMS & SMS). Manage payment of allowances. Revise/authorize transactions on PERSAL System. Attend to exception reports, complaints and queries.

ENQUIRIES : Mr L.L.E Sekgoro Tel No: 018 391 4465

<u>POST 14/447</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: 14/2023/04</u>
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive MMS package)
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Commerce/Financial Management/Accounting. Five (5) years' experience in Financial Management of which three (3) years should be at Assistant Director level in finance with strong technical accounting and excellent management skills. A valid driver's license. Knowledge of Government Procurement Procedures and Regulations: Knowledge of BAS, knowledge of PPPFA, PFMA and Treasury Regulations .Leadership and management skills. Knowledge of policies and practices, budgeting and managerial functions, Walker/BAS, Central Supplier Database (CSD), knowledge and application of delegation of authority, Basic Conditions of Employment, Public Service Act and Regulations. Risk Management and Internal controls, Knowledge of Public Finance Management Act. Problem solving, organising, strategic planning, financial management, change/diversity management, team building, conflict resolution, facilitation and project management. Discipline, innovation, creativity and problem` solving. Computer literacy.
<u>DUTIES</u>	:	Manage financial procedures of the organisational units including accounts, financial planning and budgets. Report on budget deviation, cost control and cost analysis programmes, audit expenditure in the District. Compile and monitor the budget. Manage creditor's payments. Prepare monthly/quarterly expenditure variance reports. Administer financial transactions and documents. Lead and maintain an effective and efficient cash flow management system. Monitor monthly collection of revenue against target including analysing of such reports. Prevent and report unauthorized, irregular, fruitless and wasteful expenditure. Monitor financial performance in relation to departmental priorities and conditional grants. Develop and maintain effective and efficient internal control systems. Ensure the financial services delivery and quality in terms of comprehensive district services. Ensure the implementation of Audit recommendation including responses thereof. Manage the key deliverables of the supervisees and the critical components of the Finance and SCM services units. Provide effective leadership on financial management. Establish sound relations with interest groups and NGO's. Analyse the reports and come up with the quality improvement plans. Ensure that bid committees are established and functional. Lead the District Finance Forum meetings. Monitor and collate financial information reports.
<u>ENQUIRIES</u>	:	Mr M.P Kolokoto Tel No: 018 462 5744
<u>POST 14/448</u>	:	<u>CLINICAL PROGRAMME COORDINATOR REF NO: 15/2023/04</u>
<u>SALARY</u>	:	R464 466 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompati District Office: CDC (X2 Posts) HIV (X2 Posts) Bojanala District Office: CDC (X5 Posts) HIV (X2 Posts) Dr Kenneth Kaunda District Office: CDC (X5 Posts) HIV (X2 Posts) Ngaka Modiri Molema District Office: CDC (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of the Government Notice 425 (i.e. Diploma/ degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council as a Professional Nurse. Computer literacy. A valid driver`s licence.
<u>DUTIES</u>	:	Communicable Diseases Control (CDC): Coordinate communicable disease and Tuberculosis programme and provide full coordination, administrative and support

functions in the District. Manage and coordinate the TB program in the District and collaborate with local public & private sectors for better outcomes. Compile reports (monthly, quarterly and annual). Compile statistics Plan, prepare operational plans and supervise TB programme in the District. Keep electronic register up to date. Give training to clinics and CHS on the implementing, evaluating and monitoring of the TB, (Susceptible TB/DR TB) and other related programmes. Monitor all communicable disease in the District. Liaise with other departments and interact with NGOs and community-based organization. Conduct regular Sub-district support visits and review meetings with other stakeholders. Plan and conduct community awareness campaigns. Organize and coordinate integrated awareness campaigns for the District. Ensure communication involvement and participation by forming support groups and planning with the stakeholders. Assist the Sub-district management with compilation of Strategic and Operational plans for the programme in accordance with national and provincial Health goals and objective in collaboration with relevant health personnel external outlets. Duties For HIV: Co-ordinate the comprehensive Care and management of HIV/AIDS and Treatment Programme within the District. Implementation strategies to reduce the burden of HIV and AIDS to improve treatment outcomes. Expand access to ART treatment. Implementation of targeted key interventions to improve outcomes. Report on the HAST programme according to the DORA guidelines. Monitor the implementation of all activities within the HAST programme at the District and Sub-district level. Manage the implementation of the National Strategic Plan on HIV/AIDS and STIs in partnership with stakeholders. Co-ordinate and manage HIV/AIDS Programme activities within the District. Monitor and evaluate the HIV/AIDS Programme. Ensure communication involvement and participation by forming support groups and planning with the stakeholders. Liaise with other departments and interact with NGOs and community-based organizations.

ENQUIRIES

: Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
 Mr M.P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)
 Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
 Mr A Bogatsu Tel: 018 384 0240 (Ngaka Modiri Molema District)

POST 14/449

: **PROFESSIONAL NURSE (SPECIALTY) REF NO: 16/2023/04**

SALARY

: R400 644 – R606 042 per annum, (plus benefits). Final salary will be determined by appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

CENTRE

: Klerksdorp/ Tshepong Hospital Complex:
 Paediatrics (Child Nursing Science) (X1 Post)
 Advanced Midwifery (X1 Post)
 Theater (X1 Post)
 ICU (Intensive Care Unit) (X2 Posts)
 Mafikeng Provincial Hospital:
 Ophthalmology (X2 Posts)

REQUIREMENTS

: 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 for registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with duration of at least (1) year accredited with the South African Nursing Council in terms of government notice no R212 in the relevant specialty. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council. Appropriate/recognisable nursing experience after registration as professional nurse with the SANC in General Nursing.

DUTIES

: For Klerksdorp/Tshepong Hospital Complex: Perform clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality nursing care as directed by the professional scope of practice and standards. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care, including awareness and willingness to respond to patient needs, requirements and expectations of Batho Pele principles. Duties For Mafikeng Provincial Hospital: Evaluate, diagnose,

patients with ocular conditions to promote eye health, prevent visual impairment and blindness. Performs initial screening, monitor eye disease progression; assist with early detection and treatment of chronic ocular conditions. Perform minor surgical interventions without supervision. Conduct primary assessment of patient post ocular surgical procedures. Implement infection prevention control measure in patient care. Create eye care awareness, educate patients and provide necessary assistance to increase independency and rehabilitation. Perform clinical audits, practice within the professional, ethical and legal frameworks. Implement effective Triage management or referral of patients with ocular conditions. Advocate for care of patients with ocular conditions, shares specialist knowledge and skills in the care of individuals, relatives and the population in need of eye care services. Compile data, analyse and keep record and report. Develop evidence based nursing care plans for ophthalmic patients, implement evidence based treatment as planned and document all interventions.

ENQUIRIES : Mr A Mlambo, Tel No: 018 406 4600 (Klerksdorp/ Tshepong Hospital Complex)
Mr J Lolwane Tel No: 018 383 6700 (Mafikeng Provincial Hospital)

POST 14/450 : **ASSISTANT DIRECTOR: ALARIES REF NO: 17/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Commerce/Financial Accounting/ Financial Management. Five (5) years' experience in Payroll/Salary management in the Public Sector of which 3 years should be at supervisory level. A valid driver's licence. Knowledge of PERSAL and BAS (Successfully completed PERSAL Salary Administration Course). Good interpersonal, analytical, communication, investigation and report writing skills. Computer literacy. Competencies: Ability to work independently and within a team. Ability to meet deadlines. Financial Management. Knowledge of PFMA and Treasury Regulations including other financial prescripts.

DUTIES : Manage certification of payroll. Prepare monthly payroll submission statistics report. Administer all salary related payments including Subsistence and Travel Claims on PERSAL and BAS Systems. Handle department's SARS related matters. Perform bi-annual and annual tax (PAYE) reconciliation. Maintain registers of incoming correspondence. Provide inputs to Audit responses. Manage the performance and development of the unit. Provide in service training.

ENQUIRIES : Mr M Gopane Tel No: 018-391 4276

POST 14/451 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 18/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Finance/Commerce/Risk Management. Five (5) years relevant work experience in Risk Management of which 3 years should be at supervisory level. A valid driver's license. Implement policies & strategies. Job Knowledge: Research, Policy formulating and analysis, Analytical thinking and Project management. Knowledge of relevant Prescripts and Process applicable in Public Service i.e. Public Finance Management Act and Treasury Regulations, Human Resource Policies, Labour Relation Act, Public Service Regulation, Public Sector Risk Management Framework etc. Problem solving, written and verbal communication skills, interpersonal relationships, Client orientation and customer focus. Ability to lead the team. Computer literacy.

DUTIES : Implement Risk Management strategies and processes. Conduct research on Risk Management. Provide Secretariat support on Risk Management Committees/meetings. Manage the performance and development of the unit. Review and implement risk management plans. Conduct Operational Risk Assessments and report on Risk Registers. Implement the PFMA & other related prescripts. Participate on Strategic Risk Assessment processes. Implement effective and efficient internal control measures and systems. Attend allocated Districts performance reviews.

ENQUIRIES : Mr S Ndou Tel No: 018 391 4546

POST 14/452 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: 19/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Dr. Ruth Segomotsi Mompoti District Office
Dr Kenneth Kaunda District Office
Bojanala District Office

REQUIREMENTS : National Diploma/Bachelor's Degree in Epidemiology, Research and Statistics. Post-Graduate qualification in Monitoring, Evaluation, and Research will serve as an added advantage. Five (5) years relevant experience in Monitoring, Evaluation and Research of which 3 years should be at supervisory level in the field of HIV, AIDS, STIs and HAST Program. A valid driver's license. Computer literacy.

DUTIES : Manage, monitor and evaluate the unit performance within the District, Sub-district, and facilities. Develop and align district targets with Provincial and National norms and standards. Monitor and evaluate Program Performance. Advise the Management Team on program performance and achievements. Oversee research initiative undertaken within the district. Compile different program reports for various management purposes. Conduct support visits to sub-districts and facilities.

ENQUIRIES : Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
Mr M.P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)
Ms KF Pelo Tel No: 014 592 8906 (Bojanala District)

POST 14/453 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: 20/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/Bachelor's Degree in Security Management. Five (5) years' relevant experience in Public Service Security Management of which 3 years should be at supervisory level. A valid driver's license. Knowledge of organisational and government structures. Understanding of regulations Governing Security Sector. Knowledge of contract management. Knowledge of techniques and procedures for the planning and execution of operations. Excellent relationship management knowledge. Good client orientation, customer focus and communication skills.

DUTIES : Develop and implement an effective and efficient Physical Security management system for the Provincial Office. Implement contract management system and ensure effective security committees. Monitor the implementation of Integrated Security Framework. Ensure compliance to security event management legislation for departmental events.

ENQUIRIES : Mr L.R Mtsabe Tel No: 018 391 4033

POST 14/454 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: 21/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/Bachelor's Degree in Management Services/Production Management/Operations Management. Five (5) years relevant practical experience in Organizational Development and Job Evaluation of which 3 years must be at supervisory level. Job Evaluation Certificate is essential. A valid driver's license. Knowledge of Public Service Regulations and Public Service Act. Knowledge of Public Service Regulatory Framework, Public Finance Management Act and Treasury Regulations and Human Resource practice and procedures Knowledge of organization Design, Business Process Management, DPSA Guide on Job Description and knowledge of Evaluate System. Knowledge of Organizational Development models. Knowledge of occupation specific dispensation. Knowledge of Human resource plan. Good communication skills (verbal & writing). Good interpersonal, report writing, presentation and facilitation skills. Computer literacy skill (MS Word, Excel, Org-plus and Evaluate system).

DUTIES : Review and redesign departmental organisational structure: Develop and maintain functional organisational structure. Conduct business processes mapping. Facilitate the development of job descriptions. Coordinate and facilitate the

implementation of OSD. Manage and conduct job evaluation (JE). Coordinate and facilitate the assessment of human resource component. Coordinate the development of HR Plan. Ensure the implementation of Organizational Development intervention processes. Supervise key performance areas of subordinates.

ENQUIRIES : Mr R Mathole Tel No: 018 391 4001

POST 14/455 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 22/2023/04**

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/Bachelor's Degree in Public Management/Administration/Monitoring and Evaluation/Statistics/Social Sciences/Development Studies/Economics. Five (5) years' relevant experience in Strategic Management, Planning, Organizational Performance, Monitoring, Evaluation and Reporting of which 3 years should be at supervisory level. A valid driver's license. Good knowledge and understanding of Legislative and Policy Framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Services. Knowledge of auditing programmes' Portfolio of Evidence (POE) and Reason for variance (RFV). Proven ability to produce quality assured work and manage deadlines. Proven experience of analysing performance information for alignment and verification. Good knowledge and understanding on FMPPI, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Departmental Monitoring and Reporting systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and District Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good presentation skills, ability to write strategic reports and complex documents, excellent written and verbal communication skills: excellent understanding of the link between Programmes, Department, Provincial and National performance; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range for performance information and indicators. Willingness to travel extensively as and when required and working long hours.

DUTIES : Manage the departmental monitoring and reporting requirement to different stakeholders. Develop sub- directorate operational plan. Compile and submit the eQPR reports. Coordinate auditing of performance information, this includes the provision of information sessions and/or advice to managers, inclusive of resource/ verification of documents as required by the Auditor General. Implement and maintain performance information monitoring and reporting policy, framework, systems, processes and tools. Develop and review department's Performance Information Management policies. Facilitate the verification of data and adherence of the reported performance information to the signed procedures. Audit POE and reason for variance during the performance reviews (sub districts, Districts and Department); Provide secretarial functions to the quarterly review meeting. Compile and verify quarterly performance reports. Coordinate and ensure the planning and coordination of data collection process using automated and manual reporting in compiling monthly, quarterly in year (QPR, eQPR & HOD Framework) and Annual Performance Reports. Develop mid – term performance report. Develop five years Administration performance report. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Provide Support to the Department policy, planning, research and evaluation process. Establish verifications systems on Performance information and update the departmental monitoring tools. Coordinate facility, sub district and districts technical support visits to monitor the implementation of performance monitoring and reporting systems. Provide feedback on the verifications technical visits. Develop, manage and review departments reporting policies to different stakeholders and that the department reports have proper source document. Participate in the development of the annual report. Participate in the consultative meeting with key stakeholders towards the compilation of Annual Report. Assist to ensure timeous publication of the

		Departmental Annual Report. Participate in the relevant National, Provincial and Departmental meetings related to performance Information reporting.
<u>ENQUIRIES</u>	:	Dr FRM Reichel Tel No: 018 391 4355
<u>POST 14/456</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 23/2023/04 (X2 POSTS)</u>
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Labour Relations/Labour law. Five (5) years' experience in Labour Relations of which 3 years should be at supervisory level. A valid driver's license. Sound knowledge, understanding and application of Labour Law Legislation and relevant Legal principles, Public Service Prescripts, Collective Agreements and other related legislations. Good verbal and writing skills. Good interpersonal relations skills. Ability to work under strict time- frames. Computer literacy.
<u>DUTIES</u>	:	Prevent and resolve individual and collective conflicts. Manage processes relating to discipline, grievances and disputes. Represent the Department at Conciliations and Arbitrations. Monitor labour relations practices and related activities. Ensure compliance with collective agreements. Manage and supervise performance of team members. Provide technical assistance and advise to management. Maintain relevant database and statistics.
<u>ENQUIRIES</u>	:	Adv P Monchusi Tel No: 018 391 4001
<u>POST 14/457</u>	:	<u>ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: 24/2023/04</u>
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma /Bachelors' Degree in Financial Management/Financial Accounting/ Supply Chain Management/ Logistics Management. Five (5) years' experience in Supply Chain Management/ Asset/ Inventory Management of which 3 years should be at supervisory level. A valid driver's license. Knowledge of all relevant Public Sector Legislations/Prescripts/guidelines (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/ Instructions). Knowledge of Walker/BAS, Human Resource Management; industry trends and best practices per commodity groups. Modified Cash Standards (MCS) guidelines. Skills: Analytical thinking and Computer literacy.
<u>DUTIES</u>	:	Provide Inventory management services. Ensure compliance and proper stock control of all Inventory Items in the department (E-class & Medicine). Compile and consolidate financial statements. Roll-out of approved Departmental Inventory Management Policy and SOP's. Ensure implementation of stock take programs in Health institutions twice per year. Plan, lead and coordinate all provincial office warehouse stock-taking. Manage Key Performance Areas' of team members.
<u>ENQUIRIES</u>	:	Mr D Gontsana Tel No: 018 391 4108
<u>POST 14/458</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 25/2023/04 (X3 POSTS)</u>
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/Bachelors' Degree in Accounting/Auditing/Risk Management/Financial Management. Five (5) years' experience in Internal Control, Compliance, Investigation or Auditing environment of which 3 years should be at supervisory level. A valid driver's licence. Knowledge and understanding of the Public Finance Management Act, SCM Regulations, Treasury Regulations, Irregular Expenditure Framework, Fruitless and Wasteful Expenditure Framework, Generally Recognised Accounting Principles (GRAP) and Basic Accounting System (BAS), policy development, statistical and qualitative analysis. Good interpersonal, analytical, communication, investigation and report writing skills. Computer literacy. Competencies: Ability to work independently and within a team. Ability to meet deadlines.

DUTIES : Coordinate the response of external and internal auditor's queries and requests. Investigate Fruitless and Wasteful Expenditure. Facilitate the development and monitor the implementation of the departmental audit action plans. Approve and authorize salary related payments including Subsistence and Travel claims. Identify potential risks, recommend actions and controls to mitigate the identified risks. Review the Internal Controls. Pre and post audit of procurement and payment vouchers.

ENQUIRIES : Mr. T.N Rasodi Tel No: 018-391 4340

POST 14/459 : **ASSISTANT DIRECTOR: ICT SYSTEMS MANAGEMENT REF NO: 26/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Information Technology. Five (5) years' experience in system development on Windows and Linux platforms of which 3 years should be at supervisory level. A valid driver's licence. Experience in project Management. Advantage proficiency with HTML, PHP and MySQL. Must be able to programme forms and implement script using at least two of the following languages Java/ JavaScript, C#, C++, ASP.Net, Python, PHP, Visual Basic. Working knowledge of basic composition, page layout, art and presentation packages such as Front Page, Ms Word, MS Excel, MS PowerPoint, PageMaker, CorelDraw, Dream Weaver, Macromedia flash and Photoshop. Knowledge of SDLC. Project management skills as well as organisation and personal skills to work with variant of people. Strong design sense along with a methodical attention to details. Ability to work as a team member and indecently with minimal supervision.

DUTIES : Develop and maintain Departmental and Hospitals internet and intranet sites. Develop and maintain systems, create enhancements and modifications to the website, organise and maintain the site. Adapt to new standards, technologies and trends to formulate strategies and plans for enhancing the site. Maintain cross-platform and cross-browser computability for website accessibility from a variety of di environments. Produce a consistent visual image on the side by promoting uniform fonts, formatting, icons, images, layout techniques and modularisation including maintenance of template and image archives. Determine appropriate techniques for resolution, sizes, colour maps and depths to ensure that images are delivered to viewer at a sufficient high speed quality. Update information in pages and database so that content is kept current. Check bugs and problems, diagnose and fix them. Ensure that all webmaster mail receives timely responses. Project management and systems implementation. Participate in implementation of ICT projects. Analyses traffic statistics and report on a monthly basis to the relevant Manager. Ensure that website/systems are secured. Procurement of software and hardware.

ENQUIRIES : Mr H.M Metsileng Tel No: 018 391 4011

POST 14/460 : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: 27/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelors' Degree in Commerce/Financial Management/Supply Chain Management/Logistics Management. Five (5) years relevant experience in Facilities Management of which 3 years should be at supervisory level. A valid driver's license. Knowledge of the Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety (OHSA), procurement directives and procedures and property related legislation. Knowledge of financial systems, contracts and administration of leases is recommended. Computer literacy. Competencies: Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills.

DUTIES : Maintain and update departmental operating lease register to reflect all leased relevant property and office automation related information. Ensure compliance to GIAMA and the implementation of RT3-transversal contract for office automation.

Liaise with clients to determine their facilities (office and residential accommodation) needs. Handle administrative process pertaining to facilities-related contracts and agreements. Carry out regular inspections on leased property to ensure maximization of property utilization and compliance to Occupational Health and Safety Act (OHSA). Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Carry out all property and office automation related matters, monthly rental payments, administration, lease renewals and extensions etc. Assist to Prepare and present interim and/or financial statement on operating lease commitments. Attend to the resolution of audit queries. Prepare and present monthly progress reports. Supervise Staff.

ENQUIRIES : Ms. M. Shekh Tel No: (018) 391 4091

POST 14/461 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 28/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Dr Kenneth Kaunda District Office
REQUIREMENTS : National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/ Management. Five (5) years relevant experience in Human Resource Management of which three (3) years should be at supervisory level in Human Resource Management with experience in recruitment, selection and benefit administration. PERSAL Certificates (Personnel, Salary and Leave Administration). Ability to interpret Policies and Legislations. Knowledge of Public Service Regulations, Basic Conditions of employment Act, Employment Equity Act, Government Employees Medical Scheme, Policy on Incapacity and ill health retirement, Housing allowance and Performance Management. Computer Literacy.

DUTIES : Manage the District Human Resource Management Office which includes: Personnel records, Human Resource Administration, Labour Relations, Employees Health and Wellness Programme, Remuneration, Training and Development, Conditions of Service. Ensure correct implementation of PMDS, Employment Equity of Occupational Specific Dispensation, Represent the District in various forums (fora) at the institutional levels. Manage resources effectively and economically in accordance with the principles of fairness, equity and transparency as required in the terms PFMA (act 29 of 1999).

ENQUIRIES : Mr M.P Kolokoto Tel No: 018 462 5744

POST 14/462 : **ASSISTANT DIRECTOR: ETHICS, ANTI-FRAUD AND ANTI-CORRUPTION REF NO: 29/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Accounting/ Ethics Management/ Risk Management/ Internal Auditing/ Law. Five (5) years' relevant experience in Ethics, Fraud and Integrity Management of which 3 years should be at supervisory level. A valid driver's license. Sound and in-depth practical knowledge of Ethics, Anti-Corruption and Fraud prevention polices and related legislations (E-disclosure system, Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act. Problem solving, analytical, facilitation, interpersonal, excellent written and verbal communication skills. Ability to compile reports, Computer literacy.

DUTIES : Assist in developing, reviewing and implementing the Ethics, Whistle blowing, Fraud and Anti –Corruption policies, strategies, plans, registers and systems. Train relevant stakeholders on ethics and fraud management. Provide expert advice, create awareness and monitor the effectiveness of Ethics Management and Fraud Management activities in the department. Conduct assessments on Ethics, Fraud risk management related activities and identify the weaknesses. Assist in coordinating fraud corruption investigations. Compile progress reports on ethics, anti-fraud and anti-corruption activities. Manage Remunerative Work Outside Public Service (RWOPS). Manage the gift register. Provide the system administration functions of the financial disclosure system (e- disclosure). Identify and monitor fraud and risks implementation treatment plans. Maintain fraud risk register.

ENQUIRIES : Mr S Ndou Tel No: 018 391 4546

POST 14/463 : **ASSISTANT DIRECTOR: EMPLOYMENT EQUITY REF NO: 30/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/Management. Five (5) relevant experience in Human Resource Administration of which 3 years' should be at supervisory level. A valid driver's license. Knowledge and application of the following policies and Acts: Employment Equity Act, 55 of 1998, Skills Development Act, 97 of 1998, Basic conditions of employment act, 75 of 1997, Public Service Regulations, 2016, Public Service Act 1994 as amended. Report writing skills. Good facilitation and presentation skills. Computer literacy.

DUTIES : Monitor and evaluate appointment trends in line with Employment Equity Act (EEA). Coordinate provincial and district employment equity forums. Analyse, identify employment barriers in the workplace and develop appropriate Affirmative Action measures. Coordinate capacity building programme for employment equity forum members. Conduct reviews of Departmental Employment Equity Plan. Develop strategies to align recruitment processes with employment equity plan. Conduct workshops on diversity management and job access strategy. Compile and submit annual employment equity report to the Department of Labour.

ENQUIRIES : Mr LLE Sekgoro Tel No: 018 391 4465

POST 14/464 : **ASSISTANT DIRECTOR: BUDGET ANALYSIS REF NO: 31/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Bachelor's Degree/National Diploma in Commerce/Economics/Cost and Management Accounting/ Financial Management. Five (5) years of relevant experience in budgeting environment of which 3 years should be at supervisory level. A valid driver's license. Knowledge of budgeting processes in the public Service, PFMA, Treasury Regulations, BAS, Walker and understanding SCOA. Computer skills. Good communication, Report writing and presentation skills. Willingness to work extra hours, under pressure and be able to meet deadlines.

DUTIES : Render effective and efficient support to institutions. Ensure that the following reports are consolidated: MTEF, Adjustment Budget, In-year Monitoring & IFS /AFS. Analyse expenditure trends for all programmes and prepare expenditure reports whenever required. Identify misallocations. Prepare documents for the capturing of journals. Compile Data Base and budget inputs. Supervise the unit on allocations. Assist the programme manager with other budget related matters.

ENQUIRIES : Mr. I Tswaile Tel No: 018-391 4276

POST 14/465 : **ASSISTANT DIRECTOR: WOMEN'S HEALTH REF NO: 32/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/ Bachelor's Degree in Health Sciences. Registered with the relevant body. Five (5) years' experience in Maternity and Sexual Reproductive Health Services of which 3 year's should be at supervisory level. A valid driver's license. Computer literacy. Core competencies: Knowledge of maternity and Sexual Reproductive services Women's Health Services, Communication skills, financial management, Planning and Organizing, Monitoring and Evaluation, Policy Development and Project management. Be prepared to travel extensively.

DUTIES : Provide leadership in implementation of Sexual and Reproductive services within the Province. Coordinate and support implementation of Sexual and Reproductive Health Policies and Guidelines. Ensure effective communication and collaboration with other programmes in order to ensure quality of services. Facilitate implementation of Choice of Termination of Pregnancy, Cancer screening and promotion of access to contraception services to women of child bearing age within the Province. Ensure community participation and feedback. Monitor Programme Performance using available tools and innovative methods to strengthen the

programme. Develop monitoring framework that will provide for participation of all stakeholders. Provide technical support to districts. Develop and implement new strategies in line with National Policies, guidelines and ensure integration with other programmes.

ENQUIRIES : Ms G Tsele Tel No: 018 391 4042

POST 14/466 : **ASSISTANT DIRECTOR: HIV TESTING SERVICES REF NO: 33/2023/04**

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/ Bachelor's Degree in Health Sciences. Registered with the relevant body. Five (5) years' experience in the field of HIV/AIDS, STI & TB of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Willingness to travel extensively. Programme and Project management. Good understanding of Public Finance Management Act (PFMA) and treasury regulations. Planning, organizing, leading and control skills. Good communication and report writing skills. Problem solving skills. Presentation skills.

DUTIES : Co-ordinate and manage HIV Testing Services in the Province. Monitor and manage performance of funded and unfunded HTS Developmental Partners including NGOs according to their MOUs and SLAs. Monitor financial and -non financial performance of the program. Monitor quality assurance performance of HIV Rapid Tests. Monitor the Community Counsellor program in the Province. Ensure adherence to the implementation of different programme guidelines. Develop and manage programme business plan. Participate in Strategic planning of the programme. Provide support to Districts, Sub-Districts and facilities on HTS Services.

ENQUIRIES : Ms G Tsele Tel No: 018 391 4042

POST 14/467 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 34/2023/04**

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Rustenburg Sub District

Madibeng Sub District

Dr Ruth Segomotsi Mompati District Office (Re-Advertisement)

Koster Hospital

Schweizer -Renneke Hospital

REQUIREMENTS : Bachelor's Degree/National Diploma in Public Management/Administration/ Human Resource Management/Financial Management/Supply Chain Management. Five (5) year's relevant experience of which 3 should be at supervisory level. A valid driver's license. Strong Communication, interpersonal and organizational skills. Computer literacy. Knowledge of Walker/BAS, PERSAL and supply chain management systems. Knowledge of human resource, finance and supply chain legislation and regulatory framework for Public Service. Change management, People Management and empowerment. Effective conflict resolution and negotiation skills. Programme and project management.

DUTIES : Overall supervision and management of administration functions. Supervise and manage administration functions overall. Supervise KRA's of subordinates. Manage corporate services within the Sub-District Office which include: Human Resources (HRM, HRD and Labour), Finance, Supply Chain, Auxiliary, Registry and Transport. Render support in recruiting, appointing and evaluating personnel. Responsible for sound financial administration in the Sub-District which include coordination and consolidation of budget inputs. Monitor and collate financial information and reports. Responsible for project management, strategic and operational planning. Interpret and apply directives and policies. Effectively and assertively implement applicable legislative provisions. Communicate with stakeholders within and outside the Sub-district and within the framework prescribes by applicable legislation and established procedures. Give report to management with regard to administrative functions.

ENQUIRIES : Mr E Mmusi Tel No: 014 592 8906 (Rustenburg Sub-district, Madibeng Sub-district & Koster Hospital)

Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Semogotsi Mompati District & Schweizer- Reneke Hospital)

POST 14/468 : **ASSISTANT DIRECTOR INTERNAL CONTROL & RISK MANAGEMENT REF NO: 35/2323/04**
(Re -Advertisement)

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Bojanala District Office
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Management/Administration/ Financial Management/ Auditing/ Supply Chain Management/ Logistics/ Purchasing. Five (5) years' relevant experience in Supply Chain Management Environment of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge: Extensive knowledge of Supply Chain Management prescripts (BBBEE, PPPFA), PFMA and Treasury Regulations, Basic Accounting System, Public Service Act, Performance Management and Development System. Skills: Good communication skills, Interpersonal relations and creativity and innovation, Presentation Skills and give guidance on the implementation of Audit Action Plans. Ability to meet deadline.

DUTIES : Check and monitor financial compliance including daily checking the Pre and Post-Auditing function at District Office. Coordinate and implement external auditors/ Provincial committee and external auditor's recommendation. Provide technical support during internal and external audits. Manage and disclose the fruitless and wasteful expenditure. Manage subordinates in line with HR practice.

ENQUIRIES : Mr E Mmusi Tel No: 014 592 8906

POST 14/469 : **SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: 36/2023/04**

SALARY : R331 188 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Human Resource Management/Public Management/ Administration. Five (5) years' experience in Human Resource Management field of which 3 years must be at a supervisory level in Conditions of Service environment. PERSAL certificate (leave administration). A valid driver's license. Computer literacy. Sound knowledge of the administration of conditions of service. Knowledge of Public Service prescripts. Ability to communicate in at least two official languages. Good communication, conflict management, interpersonal leadership and supervisory skills. Good assessment, analytical, planning, meeting and report writing skills and competencies. Good training and facilitation skills.

DUTIES : Responsible for conditions of service and benefits: leave administration, pensions, termination of services, procedure on Incapacity leave and ill-health, long service awards, housing allowance and overtime. Manage capturing of general leave and incapacity leave applications, allowances and pension applications. Capture and or revise PERSAL transactions. Facilitate submissions for approval. Provide monthly PILIR statistics. Provide regular training and information sessions and guidance to the Provincial Office and health institutions/districts staff on Conditions of Service. Liaise with various role players (internal and external). Investigate grievances and disputes linked to Conditions of Service. Create and update required data base and registers. Draft circulars on conditions of service. Inform, guide and advice the staff on conditions of service matters to enhance the correct application of prescripts. Assist in providing audit information and support. Analyse and interpret PERSAL reports and provide regular management advice. Overall supervision of component and performance management of staff in the sub-component.

ENQUIRIES : Mr K. Bogatsu Tel No: 018 391 4450

POST 14/470 : **STATE ACCOUNTANT: CARE AND SUPPORT REF NO: 37/2023/04**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Dr Ruth Segomotsi Mompoti District Office
REQUIREMENTS : National Diploma/Bachelor's Degree in Internal Auditing/Accounting/Cost and Management Accounting. Two (2) years relevant experience in Financial Management. A valid driver's license. Computer literacy. Sound knowledge of

		PFMA, Treasury Regulations, PPPFA, Financial Delegations, Provisioning Prescripts, SCOA and Administrative Procedures. Good Financial Management, problem-solving, communication as well as report writing skills.
<u>DUTIES</u>	:	Manage KPA's of subordinates. Control accounts payable with the relevant supporting documentations. Pre-audit vouchers from institutions. Process payments on the Walker System. Monitor payments on BAS. Attend to queries. Report irregular and wasteful expenditure. Accept any other responsibilities as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 14/471</u>	:	<u>HUMAN RESOURCE CLERK – SUPERVISOR: CONDITIONS OF SERVICE REF NO: 38/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management/ Administration. Five (5) years' experience in Human Resource field of which 2 years must be in Conditions of Service environment. PERSAL Certificate (Leave Administration). A valid driver's license. Computer literacy. Knowledge of Public Service prescripts and procedures, Public Finance Management Act and Treasury Regulations. Understanding of Human Resource Management Legislations and Regulatory Framework and Human Resource Practice & Procedures. Skills required: Good communication (verbal and written). Sound organising and planning, research and analytical skills.
<u>DUTIES</u>	:	Monitor the implementation of service benefits such as leave, allowances, medical assistance and long service recognition. Check compliance with the relevant policy and directives, and approve PERSAL transactions. Monitor the implementation of housing allowance and application for state guarantee. Prepare submissions on service benefits and conditions. Check compliance with the relevant prescripts. Maintain database and draw relevant reports in relation to the management of service benefits and conditions. Compile reports on terminations. Implement incapacity leave an ill-health retirement (PILIR) processes. Implement and monitor the resettlement process. Provide advice on other benefits and overtime.
<u>ENQUIRIES</u>	:	Mr K Bogatsu Tel No: 018 391 4450
<u>POST 14/472</u>	:	<u>PROJECT OFFICER REF NO: 39/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Office (X2 Posts) Bojanala District Office (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Public Management/ Administration or equivalent qualification. Two (2) years relevant experience in care and support programmes. Knowledge of HIV/AIDS programme. A valid driver's license. Knowledge of Public Financial Management and Division of Revenue Act. Sound knowledge and experience working with NGO's, CBO and FBO's. Good communication skills. Ability to coordinate community initiatives. Project management.
<u>DUTIES</u>	:	Manage and oversee the implementation of Care and Support programme and guidelines. Monitor the implementation of Care and Support programmes at the District and Sub-District levels. Monitor and update care givers database. Oversee the management and payment of stipend. Monitor implementation of programmes done by funded and non-funded NGO's. Assist NGO's with NPO's registration. Facilitate linkages of NGO's to primary health care facilities and accredited ART sites. Coordinate community initiatives in the implementation of care and support. Facilitate care and support related trainings, consolidate and submit care and support report to District.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District Office)
<u>POST 14/473</u>	:	<u>CLINICAL ENGINEERING TECHNICIAN TEL NO: 40/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)

<u>CENTRE</u>	:	Bojanala District Office Joe Morolong Memorial Hospital Schweizer- Reneke Hospital Dr Kenneth Kaunda District Office Nic Bodenstein Hospital
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Clinical Engineering/Electrical Engineering (Light Current)/ Mechanical Engineering/ Electronics Engineering. Two (2) years' relevant experience in the maintenance and management of medical equipment in the hospital environment. A valid Driver's license. Able to manage repairs and maintenance of medical equipment.
<u>DUTIES</u>	:	Provide maintenance service of medical equipment in respects to its functional, electrical and mechanical aspects to a standard of safety, accuracy, and reliability consistent with its function. Assist with coordination and implementation of preventive/ scheduled maintenance and safety assessment of new equipment and services. Support nursing, medical, and other allied health personnel in the implementation of patient care involving technology. Render Technical services and support on medical equipment maintenance at different Health Facilities in the province. Contribute to the development of Department policies and projects. Work with stakeholders in Technical Services environment.
<u>ENQUIRIES</u>	:	Mr K Tshetlho Tel No: 018 391 4120
<u>POST 14/474</u>	:	<u>PERSONNEL PRACTITIONER – RECRUITMENT AND SELECTION REF NO: 41/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management/ Administration. Five (5) years' relevant experience in Human Resource Management of which 3 years must be in Recruitment and Selection environment. PERSAL Certificate (Personnel Administration). PERSAL (Leave Administration Certificate) will serve as an added advantage. A valid driver's license. Computer literacy. Good communication, interpersonal relations, planning, organizing and writing skills. Knowledge of Public Service prescripts and Regulations.
<u>DUTIES</u>	:	Prepare advertisements and place in external media and internal vacancy circular. Co-ordinate and facilitate shortlisting processes. Co-ordinate the interviews and preparation of submissions. Prepare appointments and regret letters, submissions for transfers, probations, relocations and renewal of contract appointments for foreign health professionals. Compile profiles for advertised posts. Provide continuous advice to line managers with regard to Human Resource Matters. Respond to Human Resource Management related queries. Provide Human Resource Management Support to the institutions. Open and update registers. Assist with audit requests. Perform other duties as delegated from time to time.
<u>ENQUIRIES</u>	:	Ms BG Gauta Tel No: 018 391 4278
<u>POST 14/475</u>	:	<u>COMMUNITY LIAISON OFFICER REF NO: 42/2023/04</u>
<u>SALARY</u>	:	R218 064 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Office
<u>REQUIREMENTS</u>	:	Senior Certificate/National Certificate (Vocational). One (1) year relevant experience in the field of community liaison A valid driver's license. Computer literacy. Ability to work with Youth and Community. Understanding issues related to STI, HIV/AIDS and TB presentation and counselling. Knowledgeable in youth life skills, negotiation and dispute resolution skills. Good communication skills and interpersonal relations. Project management skills. Knowledge of relevant Acts, Regulations and Policies with regards to Diagnostic protocols.
<u>DUTIES</u>	:	Co-ordinate Youth Programmes and serve in various communities related to HIV/AIDS and counselling. Participate in the arrangements of wellness awareness campaign and promotions in the youth centre. Act as resource and consultancy centre for the youth, community development and empowerment. Implement project management for youth people development. Improve the management of non-communicable disease through promotion of health life style programmes.

ENQUIRIES : Mr N Maibi Tel No: 053 928 0500

PROVINCIAL TREASURY

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan of the Department will be considered when filling vacant positions. It is our intention to promote representivity.

APPLICATIONS : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. When you submit through email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

CLOSING DATE : 09 May 2023 at 16h00

NOTE : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/> Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, skills, competencies and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. 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). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place 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. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract 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 and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only.

Requirements For Senior Management Posts (SI13-16): The requirements for appointments 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 which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at 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 at: www.thensg.gov.za. No appointment to an SMS *post* will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

MANAGEMENT ECHELON

<u>POST 14/476</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SRM REF NO: NWFIN/2023/01</u> Programme: Sustainable Resource Management Directorate: Budget and Public Finance Management
<u>SALARY</u>	:	R1 590 747 – R1 791 978 per annum (Level 15), all-inclusive salary package (on the salary scale
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum an Honours Degree/Post Graduate Diploma in Finance/ Accounting/ Economics, or equivalent NQF 8 qualification in related field. Pre-entry Certificate for SMS is compulsory. Ten (10) years' experience of which a minimum of 8 years must be at senior management level and of which 3 years should be at the executive management level (at least minimum of 3 years of which must be with any Organ of State as defined in the Constitution). Must have a valid driver's license. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization, and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.
<u>DUTIES</u>	:	Ensure policy formulation and implementation of adequate fiscal resources for the utilization of the provincial government. Promote the effective and efficient management of the provincial resources by developing, implementing, monitoring, and evaluating systems for speed- up service delivery. Manage the province's fiscal resources actively and ensuring responsive, credible, and sustainable budget and distribution of financial resources throughout the provincial departments and public entities. Promote and ensure budgetary/expenditure alignment to plans and priorities between the different spheres of government. Oversee the provision of effective technical and strategic support to infrastructure development and implementation processes within the Departments. Ensure development of the economic analysis for both the local and provincial spheres which will inform planning, decision making and equitable resource allocations. Ensure the development, implementation, and monitoring of the provincial revenue enhancement/collection strategies as well as coordination of credible revenue budget. Ensure the development and implementation of appropriate supply chain management strategies for the provincial administration. Provide strategic and

business planning leadership to internal and external clients including directorates within the division.

ENQUIRIES : Mr. NI Kunene Tel No: (018) 388 4441

POST 14/477 : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: NWFIN/2023/02**
 Programme: Sustainable Resource Management
 Sub Programme: Public Finance
 Directorate: Infrastructure Management

SALARY : R1 105 383 per annum (Level 13), all-inclusive salary package
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a B Degree or Advanced Diploma in Finance/ Economics/ Commerce or Built Environment, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in an Infrastructure management environment. A minimum of 5 (five) years should be middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Extensive knowledge and understanding of relevant policies and prescripts, application of resources as well as understanding of legislative framework and variety of work changes and procedures governing the Public Service such as: PFMA, Treasury Regulations, Labour Relation Act, Public Service Act, Public Service Act. Working knowledge of the functioning of National/ Provincial and Local Government. Knowledge of Financial and Project Management. Ability to interpret and apply policy. Analytical and innovative thinking. Research skills. Project Management Skills. Report writing. Basic knowledge of Microsoft applications. Workshop, presentation, and facilitation skills. Leadership skills. Conflict management. Financial management. Strategic management. Policy formulation. Adaptability during changes to meet the goals. Change/diversity management. Negotiation skills. People management. Planning. Time management. Co-ordination. Diversity management. Professionalism. Teamwork Orientation. Receptive to suggestions and ideas. Innovative thinker. Exceptional creativity.

DUTIES : Manage the enhancement and monitoring of Infrastructure delivery by Provincial Department and Provincial Public Entities. Manage the enhancement and monitoring of infrastructure delivery by Municipalities. Oversee and support Provincial Infrastructure Performance Management. Support and monitor Provincial Infrastructure Financial Management. Support and monitor Provincial Infrastructure Planning Portfolio Management. Support and monitor Provincial and Municipal Infrastructure Projects/ Programmes. Support and monitor operations, services and maintenance. Manage the provisioning of advice and guidance on the implementation and management of PPP Infrastructure Projects as well as other alternative sources of infrastructure funding models. Oversee the identification and assessment of potential PPP Infrastructure Projects. Oversee the implementation of PPP Infrastructure Projects. Manage and oversee the restructuring projects and feasibility studies for non-core functional services. Monitor compliance with relevant regulations governing PPP's. Support effective financial and human resource management within the Directorate. Ensure timely and accurate financial reporting to the Deputy Director General. Manages and oversees facilities management within the Directorate.

ENQUIRIES : Lucky Sidumo Tel No: (018) 388 3130

POST 14/478 : **DIRECTOR: SCM POLICIES, M&E ANC CAPACITY BUILDING REF NO: NWFIN/2023/03**
 Programme: Asset and Liability Management
 Sub Programme: Support and Interlinked
 Directorate: SCM Policies, M&E and Capacity Building

SALARY : R1 105 383 per annum (Level 13), all-inclusive salary package
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a B Degree or Advanced Diploma in SCM/ Public Administration/ Finance/ Commerce/ Economics or LLB, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in a Public Sector SCM management environment. A minimum of 5 (five) years should be middle

management/senior management experience within the SCM environment. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include M'S: Excel, Word, and PowerPoint. Extensive knowledge of Supply Chain Management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/ leadership skills. Prepared to work irregular hours and under pressure without supervision.

DUTIES

: Manage Coordination of Provincial inputs for National Treasury SCM prescripts. Manage the Development of Provincial SCM Policies, Manage the Development of Provincial SCM Norms and Standards, Manage the Research of best practices for continuous improvement of SCM System, Provide advice, guidance and support on implementation of SCM Policy, Norms and Standards, Manage the Development of Provincial SCM Control Frameworks, Manage the Monitoring of adherence to SCM Control Frameworks, Manage the analysis and reporting on SCM Compliance Provide Technical Support, Manage Evaluation of interventions on SCM System, Manage the Establishment and overseeing of Governance Mechanisms. Manage the Development and Implementation Provincial SCM Capacity; Building Strategy; Manage Coordination of SCM Professionalization in the Province; Manage Coordination of SCM Education, Training and Development; Manage the provision of In-House Training.

ENQUIRIES

: Mr. NI Kunene Tel No: (018) 388 4441

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

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

OTHER POSTS

POST 14/479 : **MANAGER MEDICAL SERVICES: GRADE 1**

SALARY : R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Capacity to function within senior clinical management & executive management teams Capacity to internalize and implement shared organizational values & commitments. Strong leadership skills, strategy, quality management, problem solving, decision-making, operational and contingency planning, flow management, lean operations methodologies , general management ; organizational, interpersonal, negotiation, facilitation, presentation and public speaking skills . Competency in public sector Financial Management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in public sector Financial Management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in public sector Human Resource Management and development, including appropriate staffing levels, skills mix, skills development, discipline and labour relations. Competency in Information usage/management to support decision-making, including managing appropriate indicators, target setting, and monitoring-and-evaluation. Knowledge and skills in dealing with relevant medicolegal matters. An added post-graduate managerial qualification is recommended.

DUTIES : Management of relevant general specialist and highly specialised Clinical Services Effective and efficient financial management of relevant general specialist and highly specialised clinical services. Ensuring Quality patient-centred service delivery via leadership of relevant Clinical FBUs (Functional Business Units). Effective and efficient Human Resource Management within relevant general specialist and highly specialised Clinical Services. Clinical and special/transversal portfolios and projects, which are subject to change as required.

ENQUIRIES : Dr P Ciapparelli Tel No: (021) 938-5883

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

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

CLOSING DATE : 12 May 2023

POST 14/480 : **PHARMACY SUPERVISOR GRADE 1**

SALARY : R858 528 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Grassy Park Community Day Centre, Southern/Western Sub-Structure

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a

Pharmacist. Registration with a professional council: Proof of current registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to register as a Responsible Pharmacist. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff. Good communication, interpersonal skills and computer literacy.

DUTIES : Ensure quality provision of pharmaceutical care by implementing and monitoring work procedure, policies and guidelines in keeping with Batho Pele, SAPC and the National Drug Policy and national and provincial ARV treatment guidelines. Manage and ensure effective medicine supply management (Procurement, storage, control and distribution) for all pharmaceuticals for the facility and linked services in the community-based platform. Implement and monitor security measures to ensure safekeeping of all pharmaceutical within the pharmacy and the facility. Manage, compile and monitor pharmacy budget and expenditure. Provide professional advisory services to other health workers and manage the pharmacy staff including training and development. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.

ENQUIRIES : Ms R Canham Tel No: (021) 707-6300

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

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

CLOSING DATE : 12 May 2023

POST 14/481 : **DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)**

SALARY : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Management or Public Management or Public Administration or Finance related e.g. Economics/Accounting. Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel. Good communication skills both written and spoken in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.

DUTIES : Provide effective and efficient leadership and support to Information Management, Patient Fees and Administration sections within the finance component. Monitor revenue collection to ensure collection targets are met. Ensure efficient and accurate billing of patients including correct classification of patients. Monitor debtors accounts and manage debt collection processors including medical aid patients. Assist with monitoring of cost centre budget allocation. Assist with Auditor General audit process and implement interventions to mitigate findings. Develop robust information systems for the hospital for decision-making purposes. Analyse business management reports for accuracy and highlight trends. Monitor hospital statistics and efficiency of hospital output. Evaluate data integrity, including analysing of information to assist managers with decision-making.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248

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

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

CLOSING DATE : 12 May 2023

POST 14/482 : **ASSISTANT MANAGER NURSING SPECIALTY (UIPC AND OCCUPATIONAL HEALTH)**

SALARY : R642 942 per annum
CENTRE : Tygerberg Hospital
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. A post-basic nursing qualification in Occupational Health, with a duration of at least 1 year accredited with the South African Nursing Council in the specialist referred to above. Registration with a profession council: Current 2023 registration with the SANC as Professional Nurse. Inherent requirement of the job: A valid driver's licence (Code 8). Will be required to work shifts, weekends and public holidays. Experience in Infection Prevention and Control will be an advantage. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Knowledge of quality assurance and National Core Standards. Knowledge of Legislation and Policy related to this nursing specialty.

DUTIES : Responsible for management and co-ordination of clinical nursing care in the Unit of Infection Control of the hospital and Occupational health. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Support / deputise for the Deputy Manager Nursing and support the Nursing department and the institution. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment and the province. Quality Assurance support and monitoring and evaluation of quality indicators at Tygerberg hospital and provincial health facilities.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which includes security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE : 12 May 2023

POST 14/483 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R588 378 (PN-B3) per annum
CENTRE : Riebeeck-Kasteel Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related

to nursing with the public sector and basic computer literacy (proof must be attached or mention in C.V.) Ability to communicate in at least two of the three official languages of the Western Cape and ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.

DUTIES : Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management with regard to Ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

ENQUIRIES : Ms J van der Westhuizen Tel No: (022) 482 2729
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

POST 14/484 : **QUALITY ASSURANCE MANAGER: CENTRAL HOSPITAL**

SALARY : R491 403 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Four Year National Diploma / Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate Quality assurance experience. Appropriate experience in a Tertiary Hospital environment. Inherent requirement of the job: Willingness to work shifts and cover for colleagues in areas. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience in quality assurance, risk management, project management and occupational health and safety. Sound interpersonal, leadership, managerial and communication skills. Computer literacy including completion and interpretation of databases. Ability to understand and implement relevant legislature and compliance tools. Leadership qualities.

DUTIES : Assist with identification and evaluation of problems or potential problems with patient care and determine priorities for investigation and resolution of problems including promoting research, education, and development of staff. Responsible for effective co-ordination of care and risk management programs; quality assurance programs and occupational health and safety programs including development of policies and procedures to enhance quality of service delivery. Conduct department specific clinical audits, outbreak investigations, review morbidity and mortality registers, manage complaints and compliments system, identify adverse incidents, and ensure adverse incident database is updated inclusive of strategies to reduce incidents. Monitor patient's perceptions by conducting annual patient satisfaction and waiting time survey including developing action plans and strategies to address negative aspects of service delivery. Management and oversight of the Occupational Health Clinic in.

ENQUIRIES : Dr B Patel Tel No: (021) 404-3178
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

- POST 14/485** : **CHIEF ARTISAN GRADE A**
Overberg District
(Contract Post until 31/03/2024)
- SALARY** : Grade A: R404 052 per annum, plus 37% in lieu of benefits
CENTRE : Overberg District Office, Caledon
REQUIREMENTS : Minimum educational requirement: Appropriate Trade Certificate (Electrical/Millwright/Painting/Carpentry/Plumbing). Experience: A minimum of at least 10 years of appropriate experience after obtaining the Trade Certificate as an Artisan / Artisan Foreman. Appropriate supervisory/managerial experience. Inherent requirements of the job: Willingness to work overtime and perform standby duties after hours, at weekends and on public holidays should the need arise. Must be physically fit to perform duties as required. Valid Code (B/EB/EC1) driver's licence. Good communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate building management experience. Ability to work independently and good organisational and project management skills. Knowledge of the relevant legislative prescripts, policies and procedures Computer proficiency in MS Word, Excel, PowerPoint and Outlook.
- DUTIES** : Strategic Planning and management of health facility maintenance needs and infrastructure projects. Provide input and assistance with technical specifications. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSWA and other legislative frameworks. Draft monthly reports and perform relevant administrative tasks. General support functions to supervisor and colleagues.
- ENQUIRIES** : Ms R Zondo Tel. No: (028) 214-5804
APPLICATIONS : 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 subjected to a competency test.
- CLOSING DATE** : 12 May 2023
- POST 14/486** : **MEDICAL PHYSICIST (INTERN)**
(2-Year Contract)
- SALARY** : R368 412 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as Medical Physicist (Intern). Registration with a professional council: Registration with the Health Profession Council of South Africa as a Medical Physicist Intern. Inherent requirement of the job: Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Mathematical competency. Insight and problem-solving capabilities. Understand the theoretical physics of radiotherapy, diagnostic radiology and nuclear medicine. Good communication and interpersonal relationship skills. Computer literate. Be a highly motivated and methodical individual who pays attention to detail and the ability to work under pressure and meet deadlines.
- DUTIES** : The candidate will undergo internship training for a minimum of 2 years as an intern medical physicist according to the HPCSA-accredited training program at Groote Schuur Hospital. The candidate is expected to take part in all quality control, dosimetry, brachytherapy and radiation protection calculations and measurements performed in the Division. The candidate will be expected to perform routine medical physics duties under supervision.
- ENQUIRIES** : Ms N Bruwer Tel No: (021) 404-6266/76, fax (021) 404-6269, Email: Nanette.bruwer@uct.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

POST 14/487 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Rural Health Services

SALARY : R331 188 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/
Degree in Human Resource Management or Labour Relations. Experience:
Appropriate experience in Labour Relations and Human Resource Development.
Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code
B/EB) driver's license. Competencies (knowledge/skills): Knowledge and
implementation of Labour Relations and Human Resource Development and
Training standards, prescripts and legislation. Ability to analyse data to compile
management reports, detailing relevant trend analysis and excellent report writing
and presentation skills. The ability to communicate in at least two of the three official
languages of the Western Cape. High level of computer skills in MS Office (i.e.,
Word, Excel, PowerPoint, Outlook and PERSAL).

DUTIES : Administer grievance and disciplinary cases and maintain a database to generate
monthly reports for Labour Relations and all training interventions. Assist in the
development, implementation and evaluation of the Workplace Skills Plan (WSP).
Effective and efficient support to supervisor and Hospital management and
represent the Hospital at the relevant platforms. Consult and advise Management
on all Labour Relations and Human Resource Development and Training policies,
procedures and interventions. Co-ordinate the administration internship
programmes and assist with recruitment & selection at the Institution. Co-ordinate
the management of the Skills Development Committee as well as the Institutional
Management and Labour Committee.

ENQUIRIES : Mr JI Engel Tel No: (044) 802-4364
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online
applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

POST 14/488 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: CLINICAL NURSE**
TRAINING)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R268 584 (PN –A2) per annum
Grade 2: R330 324 (PN -A3) per annum
Grade 3: R400 644 (PN - A4) per annum

CENTRE : Khayelitsha District Hospital
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: Proof of current registration with the SANC as a Professional Nurse.
Experience: **Grade 1:** None after registration as Professional Nurse with the SANC
in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable
experience in nursing after registration as Professional Nurse with the SANC in
General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable
experience in nursing after registration as Professional Nurse with the SANC in
General Nursing. Inherent requirement of the job: Ability to communicate in at least
two of the three official languages of the Western Cape. Competencies
(knowledge/skills): Basic computer literacy and presentation skills. Ability to
promote quality patient care through the setting, implementation and monitoring of
standards. Ability to function independently as well as part of a multi-disciplinary
team. Effective communication, interpersonal, leadership, decision making, and
conflict resolution skills. Good organisational skills and the ability to function under
pressure.

DUTIES : Initiate, participate and facilitate training, development and research within the
Nursing Department. Identify and facilitate learning opportunities for all Nursing and
support staff, as well as student nurses in the Nursing Department. Facilitate /
implement the planned clinical training programmes. Assist and support the

integration of newly qualified and/ or appointed nursing personnel and learners in training.

ENQUIRIES APPLICATIONS : Ms G Mashaba Tel No: (021) 360-4511 / 4408
 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 12 May 2023

POST 14/489 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

SALARY : Grade A: R199 317 per annum
 Grade B: R234 780 per annum
 Grade C: R274 092 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital
 Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle driver's license. Perform standby duties and work overtime when required. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage.

DUTIES : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.

ENQUIRIES APPLICATIONS : Mr K Mgcodo Tel No: (021) 404-6251
 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 12 May 2023

POST 14/490 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
 Directorate: Engineering and Technical Support Services (Metro East Hub, Lentegeur Hospital)

SALARY : Grade A: R199 137 per annum
 Grade B: R234 780 per annum,
 Grade C: R274 092 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town
 Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) (Manual). The ability to communicate in at least two of the three official languages of the Western Cape. Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit

- to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10142-1. Ability to fault-find and repairs down to component level.
- DUTIES** : Service, repair and fault finding of Electrical Fence, CCTV, Access control and Fire detection. Inspect, repair and fault finding of various alternative power sources (Generators/UPS/Inverters). Service, repair, fault finding and installation of various motors/pumps and motor control circuits. Compile and submit inspection reports as required on all electrical equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all electrical projects.
- ENQUIRIES** : Mr OJ Buys Tel No: (021) 370-1119
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
- CLOSING DATE** : 12 May 2023
- POST 14/491** : **ADMINISTRATION CLERK: SUPPORT (FINANCE)**
Directorate: Management Accounting
Sub-Directorate: Expenditure Administration (based at Bellville Health Park)
- SALARY** : R181 599 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate working experience in a financial related environment. Inherent requirements of the job: Valid Code EB/B driver's licence. Ability to communicate efficiently in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Microsoft Excel (pivoting), Word and Outlook. Knowledge of the Legislature (e.g. PFMA, National and Provincial Treasury Regulations) and the budgeting process. Ability to work under pressure and overtime if required and willingness to travel within the Western Cape.
- DUTIES** : Produce an accurate budget and expenditure report for various entities within the Department of Health. Assist with compiling and capturing the Original and Adjusted Estimates budget. Render effective support and assistance to staff of the Component. Detection and correction of incorrect accounting entries. Perform as Inventory Clerk for the Directorate. General office administration and ad-hoc duties. (e.g. Filing of documentation).
- ENQUIRIES** : Ms N Sikoti Tel No: (021) 815-8601
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.
- CLOSING DATE** : 12 May 2023
- POST 14/492** : **ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE)**
Overberg District
- SALARY** : R181 599 per annum
- CENTRE** : Swellendam Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a hospital and patient fees environment experience with CLINICOM, BAS and Accounts Receivable System. Inherent requirements of the job: Willingness to work overtime when required. Perform standby duties. Valid driver's license. Competencies

(knowledge/skills): Computer literacy (MS Windows, Word, Excel and Access). Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for state departments. Knowledge of patient billing and ICD 10 coding and knowledge of systems i.e. Clinicom, Accounts Receivable (AR) and BAS. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions and Medical Records policies.

DUTIES : Correct charging of invoices as per UPFS and PGWC billing procedures, amendments and ICD10 coding capturing. Liaise with debtors, private companies and third parties, telephonically, in person and in writing. Clear JAC report, Inter Responsibility and Medscheme accounts. Clear all exceptions on DICU reports, Revenue Action Plan, IYM and credit lists. Perform Cashier duties, reconcile and do daily banking.

ENQUIRIES : Ms K Joubert Tel No: (028) 514-8400

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

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

CLOSING DATE : 12 May 2023

POST 14/493 : **ADMINISTRATION CLERK: SUPPORT (ADMINISTRATIVE SUPPORT AND MEDICO-LEGAL)**

SALARY : R181 599 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Knowledge of Medical Legal procedures and relevant legislation governing the release of information. Knowledge of the flow of information within governmental systems. Excellent written and verbal communication skills in English another official language of the Western Cape. Very good computer literacy in MS Word, Outlook and Excel applications. Proven ability to reproduce and organize formal documents, spreadsheets as well as manage emails, email responses and electronic tracking. Excellent interpersonal, time management and filing skills. Ability to plan, organize and execute office responsibilities. Strong sense of initiative, prioritization and precision and ability to work independently.

DUTIES : Render high quality administrative and secretarial duties in the fulfillment of Medico-Legal administrative services. Timeously handle Medico-legal enquiries, replies, documentary copying and report retrieval. Maintain documentary registry of requests and running concerns, both electronic and, where needed, hard copy for all medicolegal related tasks. Manage professional communications by email, telephone and in-person and provide administrative support to the management offices where required. Manage professional communications by email, telephone, and in-person. Structure meetings and take minutes as may be required. Timeously and accurately process paperwork and information to internal and external stakeholders.

ENQUIRIES : Dr N Beyers Tel No: (021) 658-5788

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

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

CLOSING DATE : 12 May 2023

POST 14/494 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGENT (ORDE/BUYER) (X2 POSTS)**

West Coast District

SALARY : R181 599 per annum

CENTRE : Swartland Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management,

focusing on Procurement and Warehousing on a Computerized System. Inherent requirements of the job: Valid Code (B/EB) driver's license. Physically fit. Willingness to perform overtime duties. Competencies (knowledge/skills): Appropriate knowledge of public sector Supply Chain Management. Knowledge and experience of LOGIS and BAS. Ability to prepare figures and amounts. Computer literacy (Word and excel). Knowledge of Accounting Officers System and SCM delegations. Written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of the LOGIS (Logistical Information System) and EPS would be advantageous.

DUTIES : Obtain quotations for equipment or consumable items via an electronic procurement system. Place orders with companies using a material management system. Complete entries on the various procurement documents, registers and equipment purchasing schedules. Perform all necessary follow-ups with all stakeholders, promptly. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephone and written enquiries from suppliers (companies) and user departments. Ensure all transactions comply with the legislative requirements. Provide effective support to supervisor and colleagues.

ENQUIRIES : Mr MH Lender Tel No: (022) 487-9230

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

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

CLOSING DATE : 12 May 2023

POST 14/495 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Cape Winelands District

SALARY : R181 599 per annum

CENTRE : Drakenstein Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management and PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Good computer (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

DUTIES : Responsible for recruitment and selection, appointments, sessional appointments, pensions service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handle all aspects pertaining to People Management i.e. salary matters, commuted overtime, housing allowances and pension matters. Handle all personnel queries and correspondence, resignations, retirements, deaths and medical boarding. Responsible for leave and PILLIR handling, auditing of personnel and leave folders. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

ENQUIRIES : Ms J Cecils Tel No: (021) 877-6444

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

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

CLOSING DATE : 12 May 2023

POST 14/496 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
West Coast District

SALARY : Grade 1: R179 172 (SN1) per annum
Grade 2: R213 927 (SN 2) per annum
Grade 3: R253 173 (SN 3) per annum

CENTRE : Piketberg Clinic (X1 Post), Veldrif Clinic (X1 Post), Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse Registration with a professional council: Current registration with the SANC as Enrolled Nurse. Experience: **Grade 1: None. Grade**

		2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Inherent requirements of the job: A valid (Code B/EB) driver's license and willingness to travel. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	The effective, supportive, and efficient delivery of a curative service to the patient under the direct or indirect supervision of the Professional Nurse within the scope of practice. The effective, supportive, and efficient delivery of a mother and Child health Services to the patient under the direct or indirect supervision of the Professional Nurse within the scope of practice. The effective, supportive, and efficient delivery of HAST services to the patient under the direct or indirect supervision of the Professional Nurse within the scope of practice.
<u>ENQUIRIES</u>	:	Ms E Engel Tel No: (022) 913-1660
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/497</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u>
<u>SALARY</u>	:	R151 884 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform overtime when required. Good communication in at least two of the three official languages of the Western Cape. Competencies (Knowledge/Skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plantrooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep a record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/498</u>	:	<u>ARTISAN ASSISTANT (X2 POSTS)</u> (Contract Post until 31 March /2024)
<u>SALARY</u>	:	R151 884 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Overberg District Office, Caledon
<u>REQUIREMENTS</u>	:	Minimum educational requirement: Grade 10 or equivalent. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime. Must be physically fit to perform duties as required. Strict adherence to the Occupational Health and Safety Act. Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Ability to work independently and good organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Ability to plan ahead (proactive) and work

independently as well as in a team. Knowledge of Carpentry, Electrical, Painting, Refrigeration, Plumbing and Glazing within a Health environment.

DUTIES : Assist with repairs, installations and emergency breakdowns and maintain and repair equipment at the health facility. Complete and return repair requisitions and perform the necessary administrative functions. Assist in preventive maintenance procedures. Able to do minor electrical and plumbing repairs and building at the hospital and assist with repairs and installation projects, supervise and in-service training of co-workers. Facilitate the maintenance of the health facility grounds in conjunction with the Groundsman and assist visiting Artisans in the performance of their duties. Exercise effective control over supplies, tools, equipment and other assets as well as maintenance thereof. General support functions to supervisor and colleagues.

ENQUIRIES : Ms R Zondo Tel No: (028) 214-5804
APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Mr W Teegler
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 12 May 2023

POST 14/499 : **HOUSEHOLD AID (X2 POSTS)**
Metro Health Services

SALARY : R107 196 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a household Aid/cleaner in a hospital environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services within the institution. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics. Render support services to Household Supervisor.

ENQUIRIES : Ms BW Klue Tel No: (021) 850-4738
APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.
FOR ATTENTION : Ms JL Julies
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

POST 14/500 : **FOOD SERVICES AID**
Garden Route District

SALARY : R107 196 per annum
CENTRE : Alan Blyth Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbents must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Ability to read, speak and write in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr EP Adcock Tel No: (028) 551-1342

APPLICATIONS : The District Manager, Garden Route District Office, Private Bag X6592, George 6850.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

POST 14/501 : **GROUNDSMAN (X2 POSTS)**
(Contract until 31 March 2024)
Overberg District

SALARY : R107 196 (Level 02) per annum, plus 37% in lieu of service benefits
CENTRE : Post A: Overstrand Sub-district, Hermanus (X1 Post)

Post B: Cape Agulhas Sub-District, Bredasdorp (X1 Post)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening large institutions. Appropriate experience with garden machinery and tools safely and efficiently. Inherent requirements of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Driving of Government vehicles in order to remove waste to dump sites. Valid (Code B/EB) driver's license. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good communication and interpersonal skills. Good problem-solving skills. Ability to effectively multi-task.

DUTIES : Maintain and clean health facility grounds, i.e. maintain gardens, cut trees and grass, tend to flower beds and weed eradication. Maintain garden tools and equipment. Driving on a daily basis to pick up and remove waste at various points on the grounds and ensure the safe storage thereof. Support to colleagues and supervisor.

ENQUIRIES : Post A: Mr N Adams Tel No: (028) 313-5200
Post B: Ms N Wege Tel No: (028) 514-1142

APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Mr W Teegler
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 May 2023

DEPARTMENT OF MOBILITY

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 : 09 May 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours

(15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 14/502 : **DIRECTOR: TRANSPORT ADMINISTRATION AND LICENSING REF NO: DM 06/2023**

SALARY : R1 105 383 per annum (Level 13), (all-inclusive salary package)
CENTRE : Department of Mobility, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence with a willingness to regularly travel away from the office; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Experience in a Traffic Management and vehicle licencing environment. Competencies: Extensive knowledge of applicable policies and procedures; Government practices, policies and procedures; National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000, Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012) and Public Finance Management, 1999 (Act 1 of 1999); National Traffic Information System (NaTIS); Empowerment (SMME, Broad based BEE, Women and Disability); Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Sound Budgeting skills; Facilitation and presentation skills; Auditing and Information Technology; Client orientation and customer focus; Diversity Management.

DUTIES : Strategic Capability and Leadership including Change Management; Translate the vision of the organisation into directorate goals; Develop and implement strategies for the directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme and Project Management; Identify and manage risk factors and indicators to the achievement of the goals which include possible sources of risk and areas of impact, and develop and implement feasible scenarios to mitigate the impact; Manage vehicle licensing and driver and vehicle fitness processes; Ensure compliance to motor vehicle administration and the eNaTIS System requirements; Facilitate and coordinate departmental inputs on traffic legislative matters and represent the department at National, Provincial and Regional legislative and technical forums; Manage vehicle licensing and driver and vehicle fitness processes; Manage debt and traffic law related fees matters; Manage the National Traffic Information System in the province; Ensure efficient and effective oversight and management for all financial resources/aspects of the directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources.

ENQUIRIES : Mr. Y Ahmed Tel No: (021) 483 5152

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 : 09 May 2023

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

OTHER POST

POST 14/503 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: DOTP 41/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 1 – 2 years post grade 12 qualification (diploma/ certificate course); A minimum of 3 years' relevant administrative experience; A valid code B driving licence or alternative transport for persons with a disability. Recommendation: A relevant 3-year qualification. Competencies: Knowledge in the following: Relevant legislation/policies/prescripts and procedures as it relates to this post; Financial administration; Relevant software packages and sound application of relevant computer programmes; Competencies: Working with well with children and other stakeholders; Following Instructions and Procedures; Writing and Reporting; Planning and Organising; Learning and Researching; Skills: Language skills; Numeracy skills; Team building and strong interpersonal skills; Financial and supply chain administration skills.

DUTIES : Handle general enquiries pertaining to the functioning of the Office and manage office correspondence; Maintain leave and asset register for the Office; Arrange for equipment to be fixed, serviced and/or ordered; Assist the sub-directorates in all administrative duties; Develop and maintain processes and systems that will contribute towards improving efficiency in the Office; Provide guidance and advice on the flow of information and documents, to and from the Office; Prepare documentation and verify responses and information received from internal and external stakeholders; Coordinate the reporting processes within the Office; Remain abreast with procedures and processes relevant to Public Services and Departmental prescripts/policies that apply to the administration function of the Office; Provide financial and supply chain management support to the Office; Render a registry support service; Render logistical services.

ENQUIRIES : Ms. D Reid Tel No: 021 4834653 or Donelle.Reid@westerncape.gov.za

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 : 09 May 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a

generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 14/504

DIRECTOR: RESTORATIVE SERVICES REF NO: DSD 55/2023

SALARY
CENTRE
REQUIREMENTS

: R1 105 383 per annum (Level 13), (all-inclusive salary package)
 : Department of Social Development, Western Cape Government
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification in a Social Science or related field as recognised by SAQA; A minimum of 6 years relevant middle-management experience in a social welfare or related environment; A valid code B driving licence with a willingness to regularly travel away from the office; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Professional registration with the South African Council for Social Service Professions. Competencies: Advance knowledge of the following: Formulating and managing the substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Modern systems of governance and administration; Knowledge of the following: Modern trends and future development in the Social Sector; Assessment systems; Management principles; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Report writing, facilitation and presentation skills; Strategic thinking and planning skills; Service delivery innovation; Strong organisational skills.

DUTIES

: Formulate and manage the substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Participate in the formulation of policy / legislation at national and provincial level (including policy guidelines and education); Manage the development of concept papers for substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Manage the development of an implementation framework and funding process; Ensure the management of contracts for funded NGOs; Manage the performance information as per APP (NFD); Manage the implementation of the substance abuse programmes, crime prevention and support programmes as well as victim empowerment programmes; Design, manage and evaluate pilot and special programmes; Manage and monitor the implementation of norms and standards; Manage the accreditation of services and agencies; Formulate and manage the services rendered to the programmes; Strategic Management (including change management); People Management; Financial Management.

ENQUIRIES

: Ms. L Goosen Tel No: (021) 483 9391

POST 14/505 : **DIRECTOR: CHILDREN AND FAMILIES REF NO: DSD 56/2023**

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

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence with a willingness to regularly travel away from the office; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Advance knowledge of the following: Formulating and managing the children and families programme; Modern systems of governance and administration; Knowledge of the following: Modern trends and future development in the Social Sector; Assessment systems; Management principles; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Report writing, facilitation and presentation skills; Strategic thinking and planning skills.

DUTIES : Formulate and manage the child protection programmes (including HIV/Aids); Participate in the formulation of policy / legislation at national and provincial level (including policy guidelines and education); Manage the development of concept papers for childcare protection and foster care programmes (including HIV / AIDS) as well as services to family's programme; Manage the development of an implementation framework and funding process for programmes; Ensure the management of contracts for funded NGOs; Manage the performance information as per APP (NFD); Manage the implementation of the programmes of childcare protection and foster care as well as the programme services to families; Design, manage and evaluate pilot and special programmes; Manage and monitor the implementation of norms and standards for the child protection programmes (including HIV/AIDS) as well as the programme services to families; Manage the accreditation of services and agencies; Formulate and manage the Services to families programmes; Strategic Management (including change management); People Management; Financial Management.

ENQUIRIES : Mr. C Jordan Tel No: (021) 483 2197