



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 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.

AMENDMENTS

: **DEPARTMENT OF PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Senior Accounting Clerk: Salaries, Tax S&T with Ref No: 22/2023 was advertised in Public Service Vacancy Circular 17 dated 19 May 2023. The advertisement has been withdrawn. **PROVINCIAL ADMINISTRATION: NORTHERN CAPE: OFFICE OF THE PREMIER:** Kindly note that the following post was advertised in Public Service Vacancy Circular

20 dated 09 June 2023, The Post Details have been amended as follows
Administrative Officer: Information Technology Shared Services Centre with
Ref No: AO/ITSSV/2023; Salary: R294 321 per annum; Salary Level 7. The
closing date has been extended to 07 July 2023.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 07 July 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). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 21/01** : **DATABASE ADMINISTRATOR REF NO: 3/2/1/2023/426**
Directorate: Information Communication Technology (ICT) Service Management
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R811 560 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 Computer Science / Engineering / Information Technology (IT). Relevant Microsoft and / or Oracle database certifications. Minimum of 3 years junior management experience in Information Management, Database Administration experience, and LINUX / UNIX Administration experience. Job related knowledge: Programming Language / Structured Query Language (SQL). Knowledge of Oracle 10g /11i /12c and Microsoft SQL 2012 / 2014 / 2016. Tuning and troubleshooting Database instances. Installing databases on Windows / Linux / UNIX. Experience configuring and maintaining highly scalable environments. Knowledge of Oracle Real Application Clusters (RAC) and Microsoft SQL Server Always on. Knowledge in Oracle and Microsoft SQL backup / Recovery Methodologies and strategies. Job related skills: IT skills, Communication skills (written and verbal), Teamwork and negotiation skills, Troubleshooting and Problem-solving skills, Analytical skills and Organisational skills. A willingness to learn about new developments. Ability to work tight deadlines and under pressure.
- DUTIES** : Manage the Database Administrator (DBA) team. Oversee the database administrators. Prepare technical management reports on system performance and problems. Roadmap and update technologies and ensure that the team is up to date with technologies. Create, maintain and administer all databases required for development, testing, and production. Install database software and any other tools that access the database. Do database health check. Migrate data. Perform database upgrades. Apply security and version patches. Maintain internal database storage. Performs the capacity planning required to create and maintain the database. Troubleshooting errors. User creation and access control. Provide database to development team according to requests. Planning along with the application developers and system administration, to ensure that any new product usage or release upgrade takes place with minimal impact. Plan and implement backup and recovery processes of database. Advise the backup team on the database that must be backed up. Device backup strategy. Facilitate the implementation of backup strategy. Perform database backups, restores and recovery. Implement and enforce security for all databases. Creating and administering user profiles. Grading optimum privileges to user in line with their responsibilities. Database access control. Implement standards to ensure that all application design and code are produced with proper integrity, security and performance. Performance tuning. Manage sharing of resources amongst applications. Define and implement the physical and logical database design. Provide a strategic database direction for the organisation. Enforce and maintains database constraints to ensure integrity of the Database. Evaluates releases of database and its tools, and third-party products to ensure that the sites are running the products that are most appropriate.
- ENQUIRIES** : Ms P Lekgau Tel No: (012) 312 9816
- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), 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 21/02** : **SCIENTIST PRODUCTION (GRADE A - C) REF NO: 3/2/1/2023/425**
Directorate: Land and Soil Management
- SALARY** : R687 879 – R1 035 084 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BSc (Hons) Degree in the Natural Sciences / Natural Agricultural Resources (specializing in Soil Science, Botany, Agricultural Science or Ecological Science) or relevant qualification. Compulsory registration with 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: Advanced knowledge and understanding of the natural agricultural resources of South Africa, the protection and long-term sustainable use thereof within a set of related systems. Broad knowledge and understanding of national and international natural agricultural resource, sustainable land use and data policies, conventions, legislations, regulations,

norms and standards. Broad knowledge and understanding of research, research principles, methodologies and approaches used for natural agricultural resources / sustainable land use. Knowledge of stand-alone, mobile and internet based Geographic Information Systems, applications and tools including the principles, concepts, modelling and software packages used. Knowledge regarding the methodologies / formats used and the application thereof in the development of user requirements, system specifications and test cases. Knowledge to develop and present training courses on the use data, information and systems (including GIS) and the interpretation / limitations and use of available data. Knowledge on effective stakeholder management including leadership, consultation, negotiation and development. Knowledge on effective management of personnel, Human Resource matters and assets, this also includes effective project management. Knowledge of relevant computer equipment, hard and software. Job related skills: Geo-data collection, verification, analysis and modelling, interpretation, visualisation and publishing with regard to: Land capability, Land suitability, Agricultural potential, Agricultural ecological and land-use zones, Land use systems and practices. Conservation status of the natural agricultural resources. Formulation, interpretation and implementation of related policies, legislation, strategies and standards. Analytical and critical / strategic thinking, monitoring, analysis, report writing, communications and presentation skills including: Verbal and electronic exchange of information, National as well as international verbal presentations on complex topics, Complex scientific memos and reports, Scientific publications, Governance related motivations and project management. Planning, organisation, execution, maintenance and problem solving pertaining to GIS, research, training and advisory projects. Ability to develop and present training courses on the collection, management and use of geo-referenced data, information and knowledge. Development of user and system requirements, in the absence of established frameworks, based on research and user needs. Ability to manage personnel, knowledge and change. Computer skills. Customer focus and responsiveness. Willingness to work extended hours and to travel. A valid driver's licence.

DUTIES

: Develop and implement national policy, regulatory, strategic and administrative frameworks / systems to manage the collection, use and preservation of data, information and knowledge required for the planning, management and sustainable use of the natural agricultural resources. Develop relationship and collaborations with Provincial, National, Regional and international counterparts. Provide input and develop policies, legislation, strategies and administrative systems to ensure the collection, analysis, dissemination, use and archiving of data, information and knowledge. Evaluate and monitor the effectiveness, efficiency of and compliance with policies, legislation and administrative systems and guide the setting of scientific standards, specifications and service standards. Provide expert support and advice to stakeholders. Develop and apply scientific / technical methodologies, procedures and standards to ensure the availability and use of geo-referenced data, information and knowledge, monitor the efficiency thereof and evolve with new technology. Develop relationships and collaborations with Provincial, National, Regional and international counterparts. Design scientific methodologies, procedures and standards for and ensure the collection, analysis, dissemination, use and archiving of scientific data and information. Present and exchange scientific data, information and knowledge at national, regional and inter-national forums. Evaluate and monitor the efficiency / impact of methodologies, systems, standards and the accuracy of data and information. Provide expert support and advice to stakeholders. Manage research programmes / projects and conduct research in order to deliver the data, information and knowledge required for the planning, management and sustainable use of the natural agricultural resources. Lead, co-ordinate and conduct basic (fundamental) and applied research. Liaise with relevant bodies / councils on science-related matters. Ensure knowledge generation and dissemination. Formulate and evaluate research proposals. Review scientific reports and publications. Compile research reports, publish and present research findings. Source funding for research projects. Develop human resources effectively and efficiently. Continuous own professional development to keep up with new technologies and procedures. Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise

- scientific work and processes. Manage the development and performance of staff.
- ENQUIRIES APPLICATIONS** : Ms RL Bosoga Tel No: (012) 319 7686
 : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 21/03** : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/427**
 Directorate: Mapping Services
- SALARY** : R353 013 – R513 117 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management. Financial management skills. Customer focus and responsiveness. Communication skills (verbal and written). Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis skills. People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES APPLICATIONS** : Mr Y Rasonti Tel No: (021) 658 4300
 : can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- FOR ATTENTION NOTE** : Human Resource Management
 : African, Coloured, Indians, White Males and African and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE

: 10 July 2023

NOTE

Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. Candidates who are shortlisted could expect to undergo management competency assessments. They will also be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. 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 must register for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON**POST 21/04**: **DIRECTOR: CORPORATE SECRETARIAT AND EXECUTIVE SUPPORT
REF NO: 31955/01****SALARY**

: R1 162 200 per annum (Level 13), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE
REQUIREMENTS**: Pretoria
: A Grade 12 certificate and an undergraduate qualification in Public Administration / Management / Business Administration / Social Science or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in Corporate Secretariat environment. Technical competencies: Local Government policies and

legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and Parliament procedures and protocol. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively.

DUTIES : The incumbent will be expected to perform the following duties: Oversee the coordination and processing of e-submissions for the Director-General and Minister's approval. Direct, coordinate and provide secretariat services for monthly MINEXCO meetings (12). Direct, coordinate and providing secretariat for key corporate governance meetings including EXCO, MINEXCO, MANCO and other meetings. Develop, maintain, and communicate an accurate COGTA Strategic Diary reflecting on compliance reports due. Oversee the management for the recordings of all action items, resolutions, follow-up, and report on the implementation of all resolutions. Oversee the coordination and provide support to portfolio committee meetings. Oversee development and implementation of the Director-General 's decision dashboard.

ENQUIRIES : Ms M Leta Tel No: (012) 334 0556
APPLICATIONS : must be submitted electronically via email to cogta136@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900.

POST 21/05 : **DIRECTOR: STRATEGIC SUPPORT REF NO: 31955/02**

SALARY : R1 162 200 per annum (Level 13), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate an undergraduate qualification in Public Administration or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience in Strategic Planning/ Corporate Governance at middle management level. Technical competencies: Corporate planning. South African Excellency model and its applications within the Public Sector. Strategic Planning and Research Methodology. Monitoring, reporting and evaluation. Government Programme of Action. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively

DUTIES : The incumbent will be expected to perform the following duties: Provide advice to the Department on the alignment of strategic, organizational, and operational plans to the mandate of the Department. Oversee the facilitation of strategic, organizational wide and operational planning and reporting processes of the Department. Oversee and facilitate the alignment between plans, budgets, and staff performance agreements. Develop and implement planning and monitoring policies and procedures. Oversee the development and implementation of a monitoring, reporting, and evaluation system for provincial COGTA's. Facilitate organizational performance reporting to the relevant structures. Provide technical support for strategic planning processes.

ENQUIRIES : Ms M Leta Tel No: (012) 334 0556
APPLICATIONS : Applications must be submitted electronically via email to cogta137@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 July 2023@16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 21/06** : **PRINCIPAL MILITARY INTELLIGENCE OFFICIAL REF NO: DI/22/21/23/01**
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Defence Intelligence, Liberty Life Building, Pretoria
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent with Bachelor's Degree/Advanced National Diploma at NQF level 7 (Total post school study of 3 years) Driving license is essential. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Operating equipment. Language skills. Project Management skills. Knowledge and understanding of Accounting/Finance/Auditing. Information Technology. Formal training skills. Strategic Planning (Including operational planning).
- DUTIES** : The successful candidate will be required to perform the following functions: Collect and compile list of books requirements received. Determine bibliographic details of the publications and obtain NSN number. Compile and submit the procurement request for the books and reference work with DD2779. Collect and compile list of e-Book requirements. Determine bibliographic details of the publications and submit procurement request. Obtain renewal requests through Information Managers and compile list of titles. Obtain NSN numbers for magazines to be ordered. Compile procurement request and submit to CPSC for ordering from the approved service provider. Submit procurement request to DI Log to renew newspaper subscriptions for coming year for DI and SADIC libraries. Place orders for the different products within the limits of the budget. Follow up and ensure that ordered products are delivered. Obtain invoices and submit for payment. Enter all new books into Accession Register, Asset register, INMAGIC and SINET. Manage annual stock taking. Follow up on overdue books. Weeding old and damaged books

from the collection and update the database. Search for new material to fill information gaps in the collection. Catalogue, classify and index new books received on SINET database and the INMAGIC Library Management System. Mark new book with barcodes, Tag numbers, Shelf numbers/classification numbers, return-date leaflets, book pockets and loan cards, library stamps. Conducting interview with client to determine what information is needed. Executing information searches on all the available resources and systems in the library including SINET, INMAGIC and Online Resources in order to retrieve relevant information for clients. Retrieve books, periodicals from shelves and download information from electronic resources/make print-outs or photocopies. Registration of new users on the Library system and the regular update of user details. Lending of material to users. Process return of books to the library. Compile library express notices to promote library awareness. Distribute handouts to new clients explaining library services. Ensure that new library material is brought to the attention of DI members (Accession list). Manage/organise promotion of the library through days such World Book Day or National Library Week.

ENQUIRIES : Ms T.C. Nkopane Tel No: (012) 315 0508/Ms S.H. Mugali Tel No: (012) 315 0351

APPLICATIONS : Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Vermeulen Street, Liberty Life Building).

POST 21/07 : **REGISTRY CLERK: PRODUCTION REF NO: DI/22/21/23/02**

SALARY : R202 233 per annum (Level 05)
CENTRE : Defence Intelligence
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. Special requirements (Skills needed): Basic Numeracy, Literacy and language skills.

DUTIES : The successful candidate will be required to perform the following functions: Securing and effective personnel registry service in MB area. Ensuring secure personnel registry service to all clients. Effective administration in the personnel registry. Execution of the daily routine of the in Personnel Registry. The receiving of incoming restricted, confidential documents on Personnel files. Do all the administration in for your office with regards to receiving and dispatching of Personnel files. Ensure the provision of personnel files on request. The routine of files to clients. The analysis of documents wrt restricted and confidential documents. The receiving of incoming restricted and confidential documents. Security control within the personnel registry. Open all personnel files under supervision of person in control of the registry. Ensure that a control card is used for every file which is opened. Person's force number must be on until list available. No duplicated files may be opened. Make sure of the volume number of personnel file. Ensure every personal file has a register card (register for open and closed files). The ability to render personnel service independently. The maintenance of personnel files. Record keeping with full history. Timeous return of files. Control of records. Handles registered post. Completeness of registers. The managing of a Personnel office.

ENQUIRIES : Ms S.H. Mugali Tel No: (012) 315-0351 or Ms T.C. Nkopane Tel No: (012) 315 0508

APPLICATIONS : Department of Defence, Private Bag X367, Pretoria, 0001 (For Hand delivery: Liberty Building 278 Madiba street, Pretoria Central).

POST 21/08 : **SENIOR ADMIN CLERK: PRODUCTION REF NO: SFHQ/21/21/23/01**

SALARY : R202 233 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, Special Forces Headquarters.
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. Special requirements/ skills needed: Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). To be flexible, thorough and pay attention to detail. The ability to work well with others and a desire to help people.

DUTIES : Compile and type documentations as per CSW e.g. minutes, letters, memorandum, warning orders and operational instructions. Ensure that the operational records and costs are updated daily as required by SSO Ops and the command element. Ensure that the information for quarterly and annual operations reports are compiled as required by COS. Ensure that the Ops room is prepared, and the IT equipment is ready for the VTC meetings with OC's of SF units under command. Ensure that all incoming and outgoing mail via electronic fax, hand delivered signals passing through the control room are

disseminated to the SF sections. Ensure that any classified documents are handled accordingly, place documents in a secure place. Ensure that any situation report received for accident, personnel injury, etc are forwarded to SSO Ops immediately. Ensure that the SF trust fund is collected and managed according to GOC SA Spec Forces requirements.

ENQUIRIES : Maj S.D. Mabaya Tel No: (012) 674 5822 or WO2 L.J. Thubakgale Tel No: (012) 674 5845

APPLICATIONS : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.

POST 21/09 : **DRIVER REF NO: DI/22/21/23/04**

SALARY CENTRE : R147 036 per annum (Level 03)
: Defence Intelligence (SA Defence Intelligence College) (SADIC) Monument Park.

REQUIREMENTS : NQF Level 3 (Intermediate Certificate)/ Junior Certificate (Grade 10/ N1, N2). With 3-5 years' experience. Special requirements (skills needed): To drive military vehicles ranging from B, C and D vehicles in order to transport personnel and / or freight. Communication and interpersonal skills. Must have a valid code (14)10 driver's. Must be physically fit.

DUTIES : The successful candidate will be required to perform the following functions: Driving trucks with a capacity of more than 3 tons to transport cargo or as indicated or requested. Maintain radio and cell phone contact with base and or supervisor to receive instructions or to be dispatched to different location. Maintain trucks (vehicles) log book according to state regulations. Keep records of equipment and material transported. Position blocks and ties rope around items to secure cargo for transport. Cleans, Inspects and ensure vehicle is booked in time for transport. Operate equipment on vehicle to load, unload or disperse cargo or material. Map out driving routes ahead of time to determine the most expedient trip. Conduct the 10-task maintenance on the vehicles. Ensure that vehicles are clean and roadworthy. Utilise the vehicles according to prescripts and rules. Keep record of trips regularly and exact. Collect stores at the line warehouses. Ensure that freight is safe and secure on vehicles. Arrange for tollgate documentation when required. Transport personnel and students to and from base / port of 25 to 45 seated buses safely. S/Sgt Mukwebo Tel No: (012) 315-0909.or WO1 Y.D. Dyers Tel No: (012) 315-0959.

ENQUIRIES : S/Sgt Mukwebo Tel No: (012) 315-0909.or WO1 Y.D. Dyers Tel No: (012) 315-0959.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).

POST 21/10 : **MESSENGER REF NO SFHQ/21/21/23/02 (X1 POST)**

SALARY CENTRE : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, Special Forces Headquarters.

REQUIREMENTS : Grade 4 – 9 (NQF Level 1) or equivalent. Special requirements/Skills needed: Knowledge and/or experience in operating a facsimile machine and photocopies. Basic numeracy and communication efficiency (verbal and written) in English. Drivers License Code EB. Preferential that member is able to drive a sedan vehicle in order to obtain a military license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Distribute the copies of correspondences to the relevant section as proof of receipt. Collecting of post at the Post Office on daily basis and distribute it in the Headquarters. Ensure collection of files from the registries is done on daily basis. Ensure that the filing of documents is up to date in the offices whenever required. Updating of the stamp register after each postage being used. Fetch and deliver post on weekly basis from Division and SA Army Formations. Operating and managing of facsimile machine in registry by receiving and transmitting faxes and operate photocopier to make copies of relevant documents. Ensure that the photocopies of documents are done whenever required to do so.

ENQUIRIES : Maj S.D. Mabaya Tel No: (012) 674 5822 or WO2 L.J. Thubakgale Tel No: (012) 674 5845

APPLICATIONS : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.

- POST 21/11** : **CLEANER FOREMAN REF NO: SFHQ/21/21/23/05 (X1 POST)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).
- REQUIREMENTS** : Grade 4 – 9 (NQF Level 1) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Communication efficiency (verbal and written) in English.
- DUTIES** : Supervise job output of Cleaners. Divide the work between work teams and individuals. Serve as team leader of work teams and divide equipment amongst work teams and individuals. Assist in the training of Cleaners iro the usage of machines. Assist in the completion of performance assessments forms and performance incentives of subordinates. See to the attendance, leave and relieve of cleaning personnel. Apply for daily supplies/equipment, collect it and issue to Cleaners and keep supply register up to date. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Exercise control over keys and the locking and unlocking of halls. See to and ensure the rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Check the general condition of cleaning machinery regularly and report faults where equipment is not up to standard. Maintaining all equipment and machinery used and reporting any defects. Ensure safety awareness with the use of all equipment on all tasks. It will be expected of the Candidate to do a practical test to prove his/her competency in this field as part of the selection process.
- ENQUIRIES** : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503
- APPLICATIONS** : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
- POST 21/12** : **DRIVER REF NO: SFHQ/21/21/23/14 (X1 POST)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
- REQUIREMENTS** : NQF Level 3 (Intermediate Certificate) ABET Level 3-4/Grade 10) with (3-5) years' drivers experience. Driver's License Code EC. Due to the Unit Geographical location, preference will be given to nearby residence. Special Requirements/Skills needed. The ability to maintain transport system, planning of trips and road movement.
- DUTIES** : The upkeep of vehicles, maintenance and serviceability of vehicles. Provide reliable transport system to the unit. Delivery of post and transportation of unit members. Conduct regular vehicle inspection and stable parade.
- ENQUIRIES** : Supply Unit, Wallmansthal.Capt K.O. Bulannga Tel No: (012) 529 1434/38) or WO2 M.J. Tladi.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces
- NOTE** : Ensure serviceability of vehicles and report any defects or incidents. He must apply higher standard of safety measures and standard of hygiene. It will be expected of the candidate to do practical test to provide his or her competency in this field as part of selection processes.
- POST 21/13** : **FOREMAN III REF NO SFHQ/21/21/23/15 (X1 POST)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
- REQUIREMENTS** : Grade 4 – 9 (NQF Level 1) or equivalent. Due to the Unit Geographical location, preference will be given to nearby residence. Special Requirements /Skills needed. The ability to function independently must be able to use the lawn mower and a weed eater.
- DUTIES** : The upkeep of all gardens and facilities in the Unit, Neatness of working areas, Maintenance of machinery, adherence to OHS Act and prescript. Administer

	:	compost on lawns, Daily removal of garden refuse, sweeping trenches and roads, cutting grass, planting of flowers and trees.
<u>ENQUIRIES</u>	:	Capt K.O. Bulanga Tel No: (012) 529-1434/38 or WO2 M.J. Tladi.
<u>APPLICATIONS</u>	:	Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
<u>NOTE</u>	:	Ensure serviceability of equipment and report any defects or shortages. He must apply higher standard of safety measures and standard of hygiene. It will be expected of the candidate to do practical test to provide his or her competency in this field as part of selection processes.
<u>POST 21/14</u>	:	<u>BRICKLAYER ASSISTANT REF NO: SFHQ/21/21/23/19 (X1 POST)</u>
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE</u>	:	Joint Operations, SA Special Forces, Special Forces Supply Unit – 4 Special Forces Regiment Satellite, Langebaan (Western Cape).
<u>REQUIREMENTS</u>	:	ABET Level 1 – 4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge and experience of different building techniques, plastering, paving and tilling techniques together with health and safety measures and incident handling procedures. Basic numeracy, literacy, driving skills and operating of equipment. Communication (verbal and written) in English.
<u>DUTIES</u>	:	Perform preventive maintenance through accurate fault or failure diagnosis, accurate assessment of the repair tasks to be performed, performing service schedule of equipment and/or facilities and identifying rejects and request for rework. Perform corrective maintenance by assuring reliable and serviceable special tools and test equipment, optimal use of maintenance resources, maintaining buildings and structures in the unit and maintaining equipment used to perform tasks in the unit. Perform administrative and related functions by accurate capturing of task data, accurate and timely finalisation of task related administration, providing inputs on the compilation of technical reports and reporting all accidents and incidents. Ensure safety awareness with the use of all equipment on all tasks.
<u>ENQUIRIES</u>	:	Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503
<u>APPLICATIONS</u>	:	Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
<u>POST 21/15</u>	:	<u>GROUNDSMAN REF NO: DI/22/21/23/03 (X3 POSTS)</u>
<u>SALARY</u>	:	R125 373 per annum (Level 02)
<u>CENTRE</u>	:	Defence Intelligence (SA Defence Intelligence College) (SADIC) Monument Park.
<u>REQUIREMENTS</u>	:	ABET 1-4 (Grade 3-9) or equivalent. Special requirements (skills needed): The applicant must be able to operate equipment
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Loading, unloading and transporting of garden refuse (waste) from the Unit lines with a military truck (Tipper truck) to a dumping site. To remove all the tree branches as well as all garden waste from the street, sidewalks, open areas and general cleaning and sweeping of the sidewalks in the Unit. To remove the household refuse from the Guesthouses, and load it into the Tipper truck to the dumping site. To cut the grass and making of the flower bedding and pruning of trees as well as watering the flowers in the Unit. To assist your supervisor with general preparations of all regimental tasks that needs your assistance functions parades that may take place inside the Unit lines or outside the Unit lines. To assist on cleaning around the area of your change room while the rest of the team are busy with the loading and transporting of the refuse to the dumping site. Pruning of trees as well as to water the flowers in the unit lines. Clean around the guest-house and conference areas, and also around the class-rooms. Assist your supervisor in all activities during the preparation and execution of regimental aspects. Assist in emergency preparations of meetings and conferences.
<u>ENQUIRIES</u>	:	S/Sgt Mukwebo Tel No: (012) 315-0909.or WO1 Y.D. Dyers Tel No: (012) 315-0959
<u>APPLICATIONS</u>	:	Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge)

- POST 21/16** : **GROUNDSMAN REF NO SFHQ/21/21/23/03 (X3 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces, Special Forces Headquarters.
- REQUIREMENTS** : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmans: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj S.D. Mabaya Tel No: 012 674 5822 or WO2 L.J. Thubakgale Tel No: (012) 674 5845
- APPLICATIONS** : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.
- POST 21/17** : **FOOD SERVICE AID II REF NO SFHQ/21/21/23/04 (X2 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces Headquarters.
- REQUIREMENTS** : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment, food preparation and preparation of Kosher, Halaal and diabetic foods.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES** : Maj S.D. Mabaya Tel No: (012) 674 5824 or WO2 L.J. Thubakgale Tel No: (012) 674 5845
- APPLICATIONS** : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.
- POST 21/18** : **FOOD SERVICE WORKER AID II REF NO SFHQ/21/21/23/06 (X2 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).
- REQUIREMENTS** : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, and preparation of Kosher, Halaal and diabetic foods. Basic numeracy, interpersonal relationship, organising and literacy. Communication efficiency (verbal and written) in English.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration

thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503

APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.

POST 21/19 : **MESSANGER REF NO SFHQ/21/21/23/07 (X1 POST)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special Requirements/Skills Needed: Knowledge and/or experience in operating a facsimile machine and photocopier. Basic numeracy and communication efficiency (verbal and written) in English. Drivers License Code EB. Preferential that member is able to drive a sedan vehicle in order to obtain a military license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Collecting of post at the Post Office on a daily basis and distribution thereof in the Regiment. Preparing of outgoing post by ensuring all post and parcels are compiled according to Postal Services guidelines and ensuring sufficient postage are on the envelopes and parcels. Updating of the stamp register after each postage being used. Fetch and deliver post on a weekly basis from/to Air Force Base Langebaanweg. Operating and managing of facsimile machine in registry by receiving and transmitting faxes and operate photocopier to make copies of relevant documents.

ENQUIRIES : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503

APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.

POST 21/20 : **CLEANER II REF NO SFHQ/21/21/23/08 (X1 POST)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Communication efficiency (verbal and written) in English.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503

APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.

POST 21/21 : **SENIOR ADMINISTRATION CLERK: PRODUCTION REF NO SFHQ/21/21/23/09 (X1 POST)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa.

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, experience in records will be an advantage. Special Requirements/Skills Needed: Must be computer literate. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt records and filling. Analytical and innovative thinking ability as well as problem solving skills. High level of reliability. Ability to do research and analyses documents and situations.

DUTIES : Receiving and dispatching of mail/documents. The ability to render Record Management services independently and receiving of the signal from signal section. Keep strict control of all files within the registry as well as preparation, opening of new files according to the implementation of the new up to date filling system of the SANDF, and the maintenance of files currently being circulated. You must ensure that the secret and top secret are locked away in the safe at all times. All classified incoming and outgoing documents are to be written in the relevant registers as well as DD1054 of outgoing documents must be indicated in your incoming register. All classified files, secret and top secret documents are to be sealed in an envelope and hand delivered to the relevant individuals. Filing of all incoming documents on the files. Allocating numbers to each documents page, doing cross-reference where applicable. Competing of control cards and distribution of the files asap. Daily preparation of classified documents for distribution with a properly filled out DD1054 attached. Ensure that your office is out of bounds to all except of OC, 2IC, RAM, Mil Sec, Off and Record Management Manager.

ENQUIRIES APPLICATIONS : Warrant Officer Class 1 L. Fourie or Ms H.A. Baloyi Tel No: (015) 780 4610
: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

POST 21/22 : **CLEANER II REF NO: SFHQ/21/21/23/10 (X4 POSTS)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES APPLICATIONS : Warrant Officer Class 1 L. Fourie or Ms H.A. Baloyi Tel No: (015) 780 4610
: Department of Defence, 5 Special Forces Regiment, Private Bag X 01029, Phalaborwa, 1390.

POST 21/23 : **GROUNDSMAN REF NO: SFHQ/21/21/23/11 (X6 POSTS)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Joint Operations, SA Special Forces, 5 Special Forces Regiment Phalaborwa (Limpopo).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.

DUTIES : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmans: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Warrant Officer Class 1 L. Fourie or Ms H.A. Baloyi Tel No: (015) 780 4610

- APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X 01029, Phalaborwa, 1390.
- POST 21/24** : **GROUNDSMAN REF NO SFHQ/21/21/23/12 (X3 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmannstall.
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmans: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : 2 Lt E.O. Maselwane Tel No: (012) 529 1766 or S Sgt F.C. Magata Tel No: (012) 529 1742
- APPLICATIONS** : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0120.
- POST 21/25** : **FOOD SERVICE WORKER REF NO SFHQ/21/21/23/13 (X1 POST)**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmannstall.
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/skills needed: Ability to communicate effectively (written and verbally) in English. Basic knowledge of health and safety. Food preparation and serving Ability to perform routine tasks. Ability to operate kitchen equipment /machinery and good Interpersonal skills.
- DUTIES** : Ensure the upholding of the unit hospitality service and the standard of the mess are in line with the SANDF food preparation requirements. Ensure the cleanliness of kitchen and equipment after preparation has been done. Ensure food preparation for the next day is finished before shift ends, preparation of food for different meals. Check rations according to scale and issue. Ensure neatness of the chef and working environment. Assist Caterer with the execution of hospitality services that adhere to legislative prescripts. Prepare and serve of food and light refreshments and desserts. Ensure that First in First out (FIFO) method is adhered to when receiving stock. Packing of suppliers received in food storage areas. Clear. Designated areas to ensure high standard of hygiene. Wash of cutlery and crockery Perform tasks of a routine nature.
- ENQUIRIES** : 2Lt E.O. Maselwane Tel No: (012) 529 1766 or S Sgt F.C. Magata Tel No: (012) 529 1742
- APPLICATIONS** : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0120.
- POST 21/26** : **DRIVER REF NO: SFHQ/21/21/23/16 (X1 POST)**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Driver's License Code EB. Due to the Unit Geographical location, preference will be given to nearby residence. Special Requirements /Skills needed. The ability to maintain transport system, planning of trips and road movement.

<u>DUTIES</u>	:	The upkeep of vehicles, maintenance and serviceability of vehicles. Provide reliable transport system to the unit. Delivery of post and transportation of unit members. Conduct regular vehicle inspection and stable parade.
<u>ENQUIRIES</u>	:	Capt K.O. Bulannga Tel No: (012) 529 1434/38 or WO2 M.J. Tladi.
<u>APPLICATIONS</u>	:	Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
<u>NOTE</u>	:	Ensure serviceability of vehicles and report any defects or incidents. He must apply higher standard of safety measures and standard of hygiene. It will be expected of the candidate to do practical test to provide his or her competency in this field as part of selection processes.
<u>POST 21/27</u>	:	<u>CLEANER II REF NO: SFHQ/21/21/23/17 9 (X1 POST)</u>
<u>SALARY</u>	:	R125 373 per annum (Level 02)
<u>CENTRE</u>	:	Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
<u>REQUIREMENTS</u>	:	ABET Level 1-4 (Grade 3-9) or equivalent. Due to the Unit Geographical location, preference will be given to nearby residence. Special requirements/skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy.
<u>DUTIES</u>	:	Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.
<u>ENQUIRIES</u>	:	Capt K.O. Bulannga Tel No: (012) 529 1434/38 or WO2 M.J. Tladi.
<u>APPLICATIONS</u>	:	Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
<u>POST 21/28</u>	:	<u>GROUNDSMAN REF NO SFHQ/21/21/23/18 (X2 POSTS)</u>
<u>SALARY</u>	:	R125 373 per annum (Level 02)
<u>CENTRE</u>	:	Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
<u>REQUIREMENTS</u>	:	ABET Level 1-4 (Grade 3-9) or equivalent. Due to the Unit Geographical location, preference will be given to nearby residence. Special requirements/skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.
<u>DUTIES</u>	:	Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmans: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.
<u>ENQUIRIES</u>	:	Capt K.O. Bulannga Tel No: (012) 529 1434/38 or WO2 M.J. Tladi.
<u>APPLICATIONS</u>	:	Department of Defence, Special Forces Supply Unit, Private bag x3, Pyramid 0120 or hand delivered at SFSU (Wallmansthal).

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>	:	07 July 2023 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a 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 21/29</u>	:	<u>SENIOR MANAGER: MEDICAL SERVICES (NON-CLINICAL) REF NO: HR4/4/7/135</u>
<u>SALARY</u>	:	R1 653 234 - R2 001 927 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	MBChB/ MBCh/ MD/ MBBS Degree or equivalent qualifications. DoH/ DOHM/ DOccMed or equivalent. Valid driver's license. A minimum of 10 years' appropriate experience as a Medical Officer after registration with the (Health Professions Council of South Africa) HPCSA as a Medical Practitioner. Knowledge: Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoEL and Fund regulations, policies and procedures, Fund Value, PFMA, National Treasury Regulations, Promotion of Access to Information Act, PAJA. Skills: Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus, Required Technical proficiency, Business Writing Skills, Analytical thinking, Decision making, Communication (verbal and written), Customer Focus and Responsiveness, Managing inter-personal conflict and Problem solving, Planning and organising.
<u>DUTIES</u>	:	Manage the compensation process with necessary medical expertise. Provide guidance to decentralised medical services in provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.
<u>ENQUIRIES</u>	:	Mr TJ Mokomatsidi Tel No: (013) 655 8900

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

POST 21/30 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/133**

SALARY CENTRE REQUIREMENTS : R958 824 per annum
: Kwamhlanga Labour Centre
: Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science, Engineering Sciences, Public Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Valid driver's license. Five (5) years' experience of which two (2) years at an Assistant Director Level. Three (3) year functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act, Treasury regulates, Supply chain management processes, Asset management, All labour legislations, Departmental Policies and Procedures, Public Service Act and Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer skills, Presentation skills, Communication (Both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity Management, Change Management, Monitoring and Evaluation.

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

ENQUIRIES APPLICATIONS : Mr TJ Mokomatsidi Tel No: (013) 655 8900
: The Acting Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

POST 21/31 : **DEPUTY DIRECTOR: EMPLOYMENT EQUITY REF NO: HR4/23/06/01 HO**
(Re-advertisement: applicants who previously applied must re-apply)

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year tertiary qualification in Labour Relations/ Human Resources Management/ Business Management/ Public Administration. Valid driver's license. Two (2) years management experience and three (3) functional experience in Labour Relations/ Human Resources Management. Knowledge: Employment Equity Regulations, Employment Equity Act, Labour Relations Act, Public Finance Management Act, National Minimum Wage Act, Basic Conditions of Employment Act, Departmental Policies and procedures, Batho Pele Principles. Skills: Project management, Computer literacy, IT System, Verbal and written communication, Interpersonal relations, Leadership and negotiation, Statistical analysis, Presentation and Facilitation.

DUTIES : Manage the maintenance and development of specification for an efficient and effective database system. (EE System). Manage the development and preparation of the EE Public register for approval and publication. Manage the provision of the EE System training to provincial trainer and development of training tools. Manage the provision of technical support to employer through the EE helpline, webmaster services, EE reporting Portal and EE Roadshows. Management of all the resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms N Mamashela Tel No: (012) 309 4040
: Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resource Operations, Head Office.

POST 21/32 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR4/4/1/600**

SALARY CENTRE : R527 298 per annum
: Labour Centre: Gqeberha

- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Environmental Health/Occupational Health/Hygiene/Analytical Chemistry/Chemical Engineering. Four (4) years' functional experience in Health and Hygiene inspection services. A valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Innovative, Problem Solving, Presentation, Analytical, Interpersonal skills, Interviewing listening and observation.
- DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspection for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trend in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES** : Mr MP Ngqolowa Tel No: (041) 506 5002/3
- APPLICATIONS** : Deputy Director: Labour Centre Operations, Private Bag X6045, Port Elizabeth, Hand deliver at 116 Govan Mbeki Street, VSN Building, Port Elizabeth, 6001.
- FOR ATTENTION** : Sub-directorate: Labour Centre Operations, Gqeberha

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resource Management.
- CLOSING DATE** : 10 July 2023
- 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. 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.

OTHER POSTS

- POST 21/33** : **DEPUTY DIRECTOR: BUDGET PLANNING AND REPORTING REF NO: CFO28/2023**
- SALARY** : R811 560 per annum, an all-inclusive annual remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/ National Diploma (NQF6) in Financial Management or equivalent qualification within the related field. A minimum of three (3) years' relevant experience in Financial Management which should be at the entry/junior managerial level (Assistant Director level or equivalent). Knowledge of financial management, accounting, and business practices. Ability to establish and manage financial management systems and controls. Knowledge of Government Budgeting Process and timelines. Knowledge of strategic planning and budgeting; Knowledge of Financial management; accounting; Costs accounting and risk management. Knowledge of Public Finance Management Act and other Public Service financial legislative frameworks. Good interpersonal relations and Stakeholder engagement; Ability to gather and analyse information. Ability to develop and apply policies; ability to work individually and in team. Ability to work with difficult persons and to resolve conflict. Ability to work long hours voluntarily.
- DUTIES** : Compile IYM reports (Section 40(4)c) to National Treasury. Prepare Presentations and Management Accounts report on expenditure to Minister and Management. Ensure submission of reports on donor funding expenditure to management. Ensure proper functioning of BAS and alignment with other systems. Create and activate code structure on BAS at the beginning of the financial year. Assisting with the compilation MTEF/ENE/AENE budget process. Overseeing the capturing of budget in line with the ENE and AENE within timelines. Control departmental cash flow by compiling yearly and monthly cashflows. Monitor expenditure to ensure alignment with approved cash flow. Prepare requests to National Treasury to adjust cash flow projection. Liaising with Branches on projections and expenditure on a weekly basis and making recommendations on management of expenditure. Ensure correct

vesting of expenditure for departmental appropriated and donor funds and make corrections to correct cost centres monthly. Monitor compliance with PFMA and Treasury Regulations prescripts on expenditure. Development and management of staff.

ENQUIRIES : Ms. D Malibe Tel No: (012) 399 9416

POST 21/34 : **DEPUTY DIRECTOR: PROJECT MONITORING & EVALUATION, SOCIAL AND ENVIRONMENT RISK REF NO: (BC12/2023)**
Contract ending 30 September 2024

SALARY CENTRE REQUIREMENTS : R811 560 per annum, an all-inclusive annual remuneration package
: Pretoria
: Bachelor's Degree/ National Diploma (NQF 6) in Environmental Sciences / Project Management or equivalent relevant qualification. A minimum of three (3) years' experience in Project Management; Project Monitoring and Evaluation; Social and Environmental Risk Management/Safeguards for donor funded projects which should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in Procurement and Financial procedures; Experience in Departmental/United Nations procedures and prescripts; Document management and Administration fields. Provided technical leadership and support to multi-stakeholder type projects through working groups, task teams and experts implementing a project, including reviewing of reports, conducting necessary meetings, workshops, and field visits to support progress and guarantee the quality of work. Led the development and implementation of Project M&E Framework in multi-stakeholder type projects. Led problem solving and backstopping of project work streams considering Social and Environmental Risk Management; Skills required: Team player and leader in multi-stakeholder type projects. Verbal and Written communication skills to engage in relevant dialogues to promote the project. Innovative Knowledge Management Capabilities in projects. Passion driven, Proactive; People centric, Integrity, and Performance driven with the ability to work under pressure and long hours.

DUTIES : Work closely with the National Project manager to coordinate the implementation of various project elements and related activities in compliance with Departmental, UNDP and GEF policies, regulations, and procedures. Work closely with the Project manager to coordinate and oversee preparation of the substantive and operational reports with project partners from the project. Working with the National Project Manager, contribute to the proper management of funds according to UNDP requirements, and budget planning and control. Ensure compliance of the project by providing regular information to the UNDP corporate systems (ATLAS, Transparency Dashboard, Sharepoint, ATLAS Risk Log, Results Orientated Annual Reporting (ROAR) processes, PIMS+. Work closely with the Project manager to implement the project's monitoring and evaluation matrix. Conduct Social and environment risk management during the project implementation in compliance with all UNDP and GEF policies, regulations, and procedures i.e., development of relevant safeguards. Develop quarterly reports on the implementation of project safeguards. Provide support to the development of information management tools to ensure project sustainability. Identify innovative methods to create and disseminate outputs from the implementation of the knowledge management strategy. Monitor and evaluate the implementation of the knowledge management strategy in an integrated manner with project partners. Work with the Project Manager to create strategic alliances with other partners for project sustainability.

ENQUIRIES : Ms P Naicker Tel No: (012) 399 9616; Cell: 082 7090 619

POST 21/35 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CMS37/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum, an all-inclusive annual remuneration package
: Pretoria
: Degree / National Diploma (NQF level 6) in Management Services / Operations Management / Industrial Psychology or relevant qualification. A minimum of 3 years' experience in organizational development which should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of organizational development principles and procedures. Strategic planning management. Understanding of Organizational Development

		legislative frameworks and relevant regulatory prescripts. Knowledge of job evaluation grading system and job evaluation process. Public Service Act and Regulations, Public Finance Management Act and Treasury Regulations. Ability to develop and apply policies. Project and change management. Operational Management framework and business process mapping. Ability to gather and analyse information. Sound research, analytical, organising, planning and presentation skills. Good communication (verbal and written) and interpersonal skills. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Manage organizational structure alignment process and maintenance of the establishment thereof. Facilitate the review and approval of the organisational structure. Ensure the alignment between the organisational structure and strategic plan. F. Provide advice on organizational structure processes. Conduct research and study all relevant statutory documents to inform amendments on the structure. Manage and monitor the job evaluation and job descriptions. Develop JE plan and prioritize posts (vacant, newly created). Facilitate the appointment and training of JE panel members. Manage the JE and Job Descriptions database. Facilitate the development of job descriptions. Facilitate the development of job descriptions. Research, interviews, and benchmarking with other Departments on OD related matters. Manage the mapping of business processes for all services. Develop standard operating procedures for all services. Facilitate and coordinate the change management interventions in line with OD investigations. Facilitate change management workshops for all affected stakeholders. Facilitate the migration, matching and placing of staff as a result of structural changes.
<u>ENQUIRIES</u>	:	Mr. M Mphahlele Tel No: (012) 399 8876
<u>POST 21/36</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: ENFORCEMENT-CRIMINAL INVESTIGATIONS REF NO: RCSM15/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R554 490 per annum, (OSD) Western Cape A four-year (4) year degree in Environmental Management/Science or equivalent qualification (NQF 8) in a related field coupled with 6 years post qualification experience. Understand the environmental compliance and enforcement legal framework as well as the Constitutional arrangements governing environmental enforcement related activities. Knowledge of the Criminal Procedures Act and undertaking criminal investigations when it comes to environmental cases. Knowledge of environmental policies, legislation, international instruments, civil procedures, criminal procedures, constitutional law and administrative law. Knowledge of the criminal justice system and experience in integrating law and science will be an added advantage. Understanding of environmental compliance and enforcement management systems. Good legal drafting, investigative and evidence gathering skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of inter-Governmental relations and co-operative governance. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. A service-oriented approach and the ability to work efficiently and effectively under pressure. A meticulous approach and inclination to pay attention to detail. Completion of the Environmental Management Inspectors (EMI) course will be an added advantage. Ability to work well independently and within a team. The candidate must have a valid driver's license as will be expected to travel extensively.
<u>DUTIES</u>	:	Undertake investigations in relation to offences committed under environmental legislation with the view to issue administrative enforcement notices and/ or undertake criminal investigations. Strategic understanding of environmental crime and knowledge of the respective environmental legal provisions which are applicable. Carry out the function of the Environmental Management Inspector (EMI) by enforcing compliance with environmental legislation and Authorisations issued under such legislation. Promote and build national enforcement capacity in relation to criminal investigations. Establish and maintain appropriate internal controls and reporting systems. Resolve complex problems relating to the applicability of legislative provisions, the approach, and instruments to be used when initiating enforcement action and to facilitate co-operative governance when it comes to dealing with environmental crime. Communicate with complainants; transgressors as well as various stakeholders that assist with law enforcement (e.g., NPA, SAPS, other spheres of government).

ENQUIRIES : Mr G Walters Tel No: (012) 399 9460

POST 21/37 : **SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO:CMS38/2023**

SALARY : R359 517 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Environmental Health / Safety Management/Occupational Health and Safety or relevant qualification. A minimum of two (2) years' experience in Occupational Health and Safety or related field. A registration with one of the OHS related professional associations. In possession of a SAMTRAC certificate or equivalent qualification. Knowledge of Occupational Health Act 85 of 1993 and National Building Regulations. Understanding of project management. Ability to gather and analyse information. Knowledge of supply chain management legislation and financial legislative framework. Client orientation and customer focus. Skills required: Good communication (verbal and written), organising, planning and interpersonal. Problem solving and analytical skills. Computer software packages and efficient use of associated hardware. Ability to work under extreme pressure.

DUTIES : Conduct safety inspections and enforce OHS regulations within departmental facilities. Compile reports to provide recommendations for injury/illness prevention and corrective action to be taken and ensure that health and safety representatives keep safety files that are updated and maintained. Conduct presentations on OHS matters or ensure visibility through conducting workshops /inductions, Compile and maintain safety-related records, registers, and statistics and provide regular reporting, Coordinate emergency evacuation drill and assist in emergency preparedness of the workplace, Conducts risk assessments to evaluate the environment, processes, and departmental equipment to identify potential health risks to employees and as identified to meet legislative requirements, Advise on occupational health and safety aspects in the planning and execution of Departmental events, Coordinate Regional OHS quarterly meetings and facilitate the appointment of statutory appointees, Establish a high personal standard of service and performance by actively participating in other duties as assigned, Investigate workplace OHS incidents, Ensure inspection documentation is updated and maintained.

ENQUIRIES : Ms. P Sithole Tel No: 012 399 8789

POST 21/38 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO:CMS39/2023**

SALARY : R359 517 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Management Services/ Operations Management/Industrial Psychology or relevant equivalent qualifications. A minimum of two (2) years' experience in Organisational Development. Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Skills: Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours voluntarily, gather, analyse information develop and apply policies. Be able to work individually and in team and to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Certification of PERSAL introduction and Job Evaluation (EVALUATE) system will be an added advantage.

DUTIES : Provide support on organizational development investigation. Receive and acknowledge request for structural changes and development. Conduct preliminary analysis on existing functions. Coordinate discussion meetings with stakeholders. Conduct job evaluation and compile job descriptions. Advise managers on the development and review of job descriptions. Provide support and gather information for the job content. Align job purpose and KPA's with the business plans. Maintain job description database and provide statistic when required. Conduct JE investigation, general grading reports. Present results to the JE panel. Provide support for business process mapping. Render business process mapping. Provide support in the development of standard operating procedures. Provide support in change management interventions in

line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders. Render support on the migration, matching and placing of staff as a result of structure and job evaluation changes.

ENQUIRIES : Ms Z Mahotle Tel No: (012) 399 8581

POST 21/39 : **SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS35/2023**

SALARY : R359 517 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification within the related field. A minimum of two (2) years' experience in labour relations or related field. Shortlisted candidates must be in possession of PERSAL introduction certificate. Knowledge of disciplinary code and procedures; grievance; mediation and arbitration procedures. Public Service legislation and resolutions. Ability to analyse and gather information. Programme and project management. Conflict resolution. Skills required: Good communication (written and verbal), sound organising and planning, and coordination. Good interpretation and application of legislation and policies. Computer literacy. The ability to work under pressure and long hours.

DUTIES : Handle misconduct cases. Conduct investigations and compile reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Provide Collective Bargaining Support and General Support on compliance for reporting to stakeholders. Represent the Department at the Departmental Bargaining Chamber (DBC). Communicate Monthly reports to Branches. Ensure that all grievance, misconduct, and dispute cases are captured on PERSAL. Update and manage database.

ENQUIRIES : Mr L Motsepe Tel No: (012) 399 8681 / 071 608 6012

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 10 July 2023
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 21/40** : **DIRECTOR: ENVIRONMENTAL HEALTH REF NO: NDOH 23/2023**
Directorate: Environmental Health
- SALARY** : R1 162 200 per annum, an all-inclusive remuneration package, consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's degree (NQF 7) in Environmental Health and a valid registration with HPCSA as an Environmental Health Practitioner. At least five (5) years' experience at MMS/SMS level in Environmental Health and/or Municipal Health. Knowledge of Environmental Health as well as the South African legislation, International agreements and International Health Regulations relating to Environmental Health. Good communication (verbal and written), leadership and management, administrative, project and financial management, strategic planning, research/analysis, planning and organizing, decision making, policy development and computer skills (MS Office package). Ability to work independently and as team player. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

- DUTIES** : Facilitate the development and implementation of Environmental Health policies, guidelines, processes, procedures, legislation and related strategies. Participate in development and review of legislation from other departments that impacts on public health. Ensure environmental health services in South Africa are provided in line with relevant legislation and national policies, strategies and norms and standards. Ensure implementation of control measures and management protocols for communicable, emerging and re-emerging diseases in respect of the environmental. Facilitate investigation, management prevention, advocacy and control of environmental health related disease outbreaks and risks. Manage Environmental Health Services in responding to environmental health risks. Monitor the provision of environmental health in the country. Facilitate the monitoring of the rendering of environmental health services provinces for adherence to National Policy and Standards. Analyse environmental health data, identify trends, propose interventions and ensure policy review and alignment. Manage environmental health provision and support implementation of environmental management requirements. Ensure implementation and compliance to the National Environmental Management Act as well as adherence to development and implementation of environmental management plans and reports for the health sector. Coordinate air quality and indoor air quality implementation in particular. Manage risk, audit queries within the area of work and management of human and physical support. Supervise and provide leadership, guidance and direction to environmental health officials. Compile and monitor budget for environmental health directorate in line with financial policies.
- ENQUIRIES** : Ms APR Cele Tel No: (012) 395 8522
- NOTE** : Please note that preference will be given to African Females and Coloured, Indian and White (Males/Females).

OTHER POSTS

- POST 21/41** : **CHIEF ENVIRONMENTAL HEALTH PRACTITIONER REF NO: NDOH 25/2023 (X4 POSTS)**
Directorate: Environmental Health and Port Health Services
- SALARY** : R520 785 per annum, as per OSD
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree/National Diploma (NQF 6) in Environmental Health or Public Health. At least three (3) years' experience in Environmental Health and current registration with HPCSA as an Environmental Health Practitioner. Extensive knowledge on Environmental Health issues and the South African legislation in relation to Environmental Health. Good communication (verbal and written), leadership and management, research, analysis, planning, organizing, decision making, customer care, problem solving and computer skills (MS Office package). A valid driver's license.
- DUTIES** : Supervise and manage the issuance of human remains import and export permit for all Ports of Entry in the country. Manage the requests for the issuance of human remains permits and ensure permits are compiled in line with applicable regulations and guidelines. Supervise the analysis and maintenance of the human remains permits issuance system and data. Manage the collection of data generated from the system. Communicate with relevant stakeholders on the issuance of human remain permits. Supervise the management of hazardous substances. Conduct audit inspections of hazardous substances dealer's premises to monitor compliance and enforcement with the Act and its Regulations Provide assistance on the issuance of hazardous substances licenses. Provide technical support and data management on the DHIS data for Environmental Health and Port Health Services. Support the development and maintenance of the Environmental Health Information System (EHIS) for Environmental Health and Port Health Services. Collect, analyze and interpret DHIS data on a quarterly basis. Develop monthly and quarterly reports. Management of risk, queries and provide support on administrative functions. Supervise the capturing of documents on the system and ensure they are filed accordingly.
- ENQUIRIES** : Ms SP Masilela Tel No: (012) 395 8520
- NOTE** : Please note that preference will be given to males and females Coloured, Indian and White applicants.

POST 21/42 : **JUNIOR PRACTITIONER INFORMATION SYSTEMS SERVICES REF NO: NDOH 26/2023 (X2 POSTS)**
 Directorate: NHI Digital Health Systems
 (Contract Post Until 31 March 2024)

SALARY CENTRE REQUIREMENTS : R241 485 per annum, (plus 37% in-lieu of service benefits)
 : Pretoria
 : A National Diploma (NQF 6) qualification in Information Technology. At least one system administration or systems related certification course such as Novel Admin, Windows Administrator (Desktop and/ or Server 2008R2), Linus/Unix administrator will be an advantage. Technical certification courses e.g. A+, PC engineering, server maintenance will be an added advantage. At least one (1) year appropriate experience within the IT environment in providing Tier 1, 2 and 3 information systems service support. Basic knowledge of public health systems and management of integrated systems. Good communication (verbal and written), presentation, problem solving, analytical, decision making, time management and computer skills (MS Office package). A valid driver's license.

DUTIES : Contribute to the effective and efficient running of the service centre. Design and amend templates for system implementation support. Provide technical support to the HPRS users in the facilities. Respond to incoming call and tickets logged on the call management systems and assist with HPRS account log in as per the Protocols. Implement HPRS issue escalation protocols. Escalates unresolved queries in accordance to the Service Centre hierarchy. Implement general administrative duties. Management of risk and audit queries.

ENQUIRIES NOTE : Ms M Wolmarans Tel No: (012) 395 9149
 : Persons with disabilities are encouraged to apply.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Northern Cape Urban TVET College)
(Tshwane North TVET College)**

ERRATUM: Kindly note that the following posts were advertised in the DPSA Circular No 20 of 2023 dated 02 June 2023, with incorrect requirements and duties (a) The following post of Human Resources Clerk: Corporate Services (Ref No.: DHET171/05/2023 was advertised incorrectly with the wrong Centre Name, the correct Centre Name is Cape Town. (b) The following post of Assistant Director: Enterprise Document Management and Registry (Ref No: DHET9805/2023) on salary level 9 was advertised with incorrect qualifications requirements, the correct qualifications requirements of the post: An appropriate bachelor's degree/national diploma (NQF Level 6) in Records Management, Public Administration, or related qualification. A minimum of three (3) to five (5) years of supervisory experience in document management and registry experience. A certificate in Archiving, records management, and knowledge and understanding of financial management will be an added advantage. (c) The following posts of Deputy Director: Electrical: Indlela Artisan Training and Assessment, (Ref No: DHET63/05/2023, Chief Artisan Grade B: Millwright: Indlela Artisan Training and Assessment (Ref No: DHET88/05/2023), Assistant Director: Policy and Evaluation (Ref No: DHET106/05/2023) on salary level 9 and Personal Assistant in the Office of the Executive Officer of National Skills Fund (Ref No: DHET122/05/2023) has been withdrawn by the Department of Higher Education and Training. The following posts were advertised with incorrect reference numbers, (d) The post of Assistant Director: Assets and Facilities Management (Ref No: DHET96/05/2023 was advertised with incorrect years of experience, the correct minimum years is three (3) to five (5) years of supervisory experience. (e) The post of Assistant Director: Information Communication Technology (Ref No.: DHET97/05/2023 was advertised with incorrect years of experience, the correct minimum years is three (3) to five (5) years of supervisory experience (f) The post of Security Officer: Northern Cape Regional Office, the correct reference number is (Ref No: DHET183/05/2023, (g) The post of Food Services Aid Services: Indlela Artisan Training and Assessment, the correct reference number is (Ref No: DHET184/05/2023, (h) The post of Groundsman General Maintenance Worker (X3 Posts): Indlela Artisan Training and Assessment, the correct reference number is (Ref No.: DHET185/05/2023), (i) The post of Linen Store Assistant: Hostel: Indlela Artisan Training and Assessment, the correct reference number is (Ref No: DHET186/05/2023, (j) The post of Trade Aids Assessment: Indlela Artisan Training and Assessment, the correct reference number is (Ref No.: DHET187/05/2023), (k) The post of Security Officer: Gauteng and Free State Regional Office, the correct reference number is (Ref No.: DHET188/05/2023, (l) The post of Handyman: Facilities Management, the correct reference number is (Ref No: DHET189/05/2023), Enquiries: Mr D Moyane 012 943 3105/Ms N Liwane, 012 312 6365, closing date is 07 July 2023

OTHER POSTS

<u>POST 21/43</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: NCUTVET/DHET 2023/10</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley (Central Office)
<u>REQUIREMENTS</u>	:	An appropriate three (3) years National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6), 3-5 years' experience in the financial management environment Computer literacy in Microsoft. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of financial functions, and practices as well as the ability to capture data, operate computers and collate financial statistics. Knowledge of financial accounting procedures, methods, and principles established for processing specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, ITS, SAGE VIP, etc

- DUTIES** : The incumbent will be responsible for: Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure. Analysis. Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of the budget adjustments process. Ensure overall supervision and monitor expenditure trends and reconciliation. against budget and cash flow projections. Ensure overall supervision, coordination, review, analysis and quality assure the management accounting reporting processes. Supervise human, physical, and financial resources. Compile monthly, quarterly, and annual reports against the audit plan. Compile monthly, quarterly, and annual reports against the risk register.
- ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
- APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300, or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment issued by the Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023
- POST 21/44** : **SENIOR LABOUR RELATIONS OFFICER REF NO: TNC/CO/23-06/1**
Nature of Appointment: Permanent
- SALARY** : R359 517 per annum (Level 08), plus benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations/Labour Law or equivalent qualification. At least 3 years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint). A valid driver's licence. Competencies, Abilities and Skills: Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct.
- DUTIES** : Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. represent the College 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 College. compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the College. produce monthly reports and analyse the reports to establish trends and develop interventions where required. contribute to the College's 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, as well as 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 on labour related matters. attend to audit queries including the implementation of recommendations thereof. advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support the Human Resource Manager in achieving the strategic objectives of the College on labour relations management. be willing to undergo continuous training and development. attend and run meetings.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau Tel No: 012 401 1927 / Ms JM Nyalunga Tel No: 012 401 1940

APPLICATIONS : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 or hand-deliver to: corner Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

NOTE : must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, where applicable, qualification and employment verification). Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the vacant positions.

CLOSING DATE : 07 July 2023 at 12:00

POST 21/45 : **SENIOR REGISTRATION OFFICER: REGISTRATIONS REF NO: NCUTVET/DHET 2023/11**

SALARY : R359 517 per annum (Level 08)
CENTRE : Kimberley (Northern Cape Urban TVET College)
REQUIREMENTS : An appropriate National Diploma in Business Administration /Public Management/Administration (NQF level 6). 3 years' experience in the college environment of which 2 years should be on the supervisory level. Computer literacy in the Microsoft suite and a valid driver's license is a prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework. Knowledge and understanding of the TVETMIS, and ITS systems. Knowledge of the applications and registration processes of the College. Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET, and CET. Advanced Computer Literacy packages such as Microsoft Excel, PowerPoint, MS Word, group-wise Internet, etc. Good communication skills (written and verbal). Ability to work under pressure and independently. Willingness to occasionally work after hours when needed.

DUTIES : The incumbent will be responsible for: Ensure overall supervision and administering of student applications, and registrations. Ensure supervision and rendering of accurate capturing of registration data on student database and verification of forms. Ensure that Internal Prelims are accurate without errors. Ensure the safekeeping and updated record-keeping systems. Ensure that correct information on College PQM is given to exhibitors. Provide guidance on testing of students, with regard to choices of and placement within programmes. Maintain and update the database of students enrolled within

		programmes. Ensure supervision and administering of learning materials. Supervise human, physical, and financial resources.
<u>ENQUIRIES</u>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote retrospectivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 21/46</u>	:	<u>SENIOR FACILITIES OFFICER REF NO: NCUTVET/DHET 2023/12</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	Recognized three (3) year National Diploma in Facilities Management, three-year National Diploma (NQF 6) /Degree in Construction Management/Quantity Surveyor. 3-5 years experience in facilities administration environment/field. Added advantage, OHS certificate, Driver's license, CIEG. Recommendations: Knowledge of property evaluation methodology. Knowledge of lease agreement negotiations and BBBEE procedure. Knowledge of OHSAS 18001. Knowledge of Project Management. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of building maintenance. Knowledge of fleet disposal procedure. Knowledge and understating of the legislative framework governing the Public Services. Knowledge of traffic laws. Monitoring and evaluation of Maintenance Plans. Knowledge of the Department of Higher Education mandate, Planning and organizing, Communication (Good verbal and written), Computer Literacy, Flexibility, Customer Care services, Report writing, Flexibility, Teamwork.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and provision of conducive working environment services in terms of the OHS Act. Ensure overall supervision and provision of infrastructure maintenance services. Ensure overall supervision and the provision of safety and security services. Ensure overall supervision and the provision of transport services. Ensure overall supervision and provision of cleaning services. Supervise human, physical, and financial resources.
<u>ENQUIRIES</u>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300, or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment issued by the Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	14 July 2023

<u>POST 21/47</u>	:	<u>FINANCIAL AID OFFICER REF NO: NCUTVET/DHET 2023/13</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Accounting/ Financial Management/ Financial Information System or any finance-related qualification. Must have three years of experience in a financial environment. Computer literacy. Recommendations: Knowledge of public Service financial legislations, PFMA, DORA, PPPFA, and financial manual and other Departmental related Legislations. Basic Knowledge of practices as well as the ability to capture data, operate computers and collate financial statistics. Knowledge of basic financial operating systems (ITS, etc). Understanding of student financial aid systems and bursaries. Interpersonal relations, accuracy, aptitudes of figures administrative skills, and communication skills (both writing and verbal). A valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for: Coordinating student bursary schemes and financial aid administrative support services on all campuses. Administering the financial aid schemes and assisting in the timeous allocation of bursary funds to students' accounts capturing on the system. Assist in ensuring the correctness of bursary claims against students' billing. Reviewing application for financial aid. Reviewing College data before sending it to NSFAS provisionally funded students. Coordinating the authorization of disbursement funds. Assist in ensuring that the College receives tuition allocation from Funders. Ensure that a database of consecutive financial years is kept and a close-up report is compiled. Reporting on all bursary and financial aid allocations to the financial aid committee and other stakeholders. Supervise staff.
<u>ENQUIRIES</u>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 21/48</u>	:	<u>PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: NCUTVET/DHET 2022/14</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology). A minimum of three (3) to five (5) years of practical experience in the Employee Health and Wellness environment. Willingness to travel and a valid driver's licence. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of Health and Wellness policies, processes, and systems. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal) presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project

- management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies.
- DUTIES** : The incumbent will be responsible for: Administer the Employee Health and Wellness Programme. Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness related issues. Provide advice and guidance to management and staff on EH&W related matters. Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff. Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register. Perform any other related
- ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
- APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023
- POST 21/49** : **CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE ADMINISTRATION REF NO: NCUTVET/DHET 2023/15**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Kimberley (Northern Cape Urban TVET College)
: An appropriate three (3) years Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. 2-3 years relevant experience in Human Resource Management / Administration environment. Extensive knowledge of PERSAL System. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understand of human resource prescripts and practice.
- DUTIES** : The incumbent will be responsible for: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at

interviews, absorptions, probation periods etc.). Supervisor human resources / staff.

ENQUIRIES APPLICATIONS : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

CLOSING DATE : 14 July 2023

POST 21/50 : **SUPPLY CHAIN ADMINISTRATION CLERK REF NO: NCUTVET/DHET 2023/16**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Kimberley (Northern Cape Urban TVET College)
: Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Accounting, Financial, and Business Management. One year experience in an Asset Management environment. Computer Literacy. Recommendations: Knowledge of BAS / ITS system. Knowledge of CET Act, PPPFA, PFMA, BBEE, Treasury Regulations, and other relevant prescripts. Sound planning and organizing skills, administrative skills, and communication skills (both written and verbal). Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : The incumbent will be responsible for: Placing and issuing of orders. Render asset management clerical support. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Productiondoc.docx. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers

ENQUIRIES APPLICATIONS : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention

to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

- CLOSING DATE** : 14 July 2023
- POST 21/51** : **ADMINISTRATION CLERK (FINANCE) REF NO: NCUTVET/DHET 2023/17**
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Kimberley (Northern Cape Urban TVET College)
REQUIREMENTS : Grade 12/NCV L4. A minimum of 1 year of experience in a Finance environment will be an added advantage. 2 Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury regulations. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: 2 Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury regulations.
- DUTIES** : The incumbent will be responsible for: Assist with project reconciliation for Occupational Programmes. Assist with the payment of learner stipends. Assist with the processing of procurement for Occupational Programmes. Issuing invoices to funders and following up on their payments. Proper filing of project documents for Audit purposes. Receive and assess quotations to ensure that they comply with the minimum requirements and procedures of SCM. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving, verifying, and issuing stock items. Prepare requests for invoices to Funders and follow up on their payments. Perform other duties as delegated by the Supervisor. Ensure an accurate and updated database of student is maintained. Ensure that a database of Accreditation is maintained and updated
- ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
APPLICATIONS : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023
- POST 21/52** : **ADMINISTRATION CLERK (MARKETING AND COMMUNICATION) REF NO: NCUTVET/DHET 2023/18**
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Kimberley (Northern Cape Urban TVET College)
REQUIREMENTS : Grade 12, Recognised three-year National Diploma (NQF Level 6) in Communication/ Marketing/Public Relations or equivalent qualification in the relevant field will be an added advantage. Minimum of 1-2 years working experience in Marketing and Communication. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of social media practice and channels, understanding of the importance of brand guidelines, graphic design and application across a range of channels, knowledge, and understanding of stakeholder management, event management, digital marketing, and website maintenance. Knowledge of policies and government environment of TVET Colleges including knowledge of annual reporting requirements by Higher Education Institutions. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations, and good telephone etiquette. Computer literacy and high level of reliability.

- DUTIES** : The incumbent will be responsible for: Assist in marketing, promotion, and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting articles. Assist in the coordination of College events and communication administration services. Assist in updating the content, design, and layout of the College website. Perform other related functions in the area operation assigned by the manager.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023
- POST 21/53** : **ADMINISTRATION CLERK (STUDENT SUPPORT SERVICES) REF NO: NCUTVET/DHET 2023/19**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Kimberley (Northern Cape Urban TVET College)
: Grade 12/NCV L4. Recognised three (3) National Diploma (NQF level 6) in Psychology / Social Science will be an added advantage. 1-2 years in Student Support Administration environment or related field. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills. Recommendations: Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.
- DUTIES** : The incumbent will be responsible for: Assist in providing student support services such as attendance. Assist in implementing student work placement and Work Integrated Learning (WIL) policies. Render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sport, recreation, arts and culture programs for student in the campus. Render administrative services for student governance and student leadership development and exit support programme.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention

to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

- CLOSING DATE** : 14 July 2023
- POST 21/54** : **ADMINISTRATION CLERK (CAMPUS FACULTY) REF NO: NCUTVET/DHET 2023/20**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Kimberley (Northern Cape Urban TVET College)
: Grade 12/NCV L4. Recognised three (3) National Diploma (NQF level 6) in Management Assistant. 1-2 years in Administration environment or related field. Must be able to work on ITS System. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills. Recommendations: Basic knowledge of clerical duties, capturing of data, operating computer and collecting statistics. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment.
- DUTIES** : The incumbent will be responsible for: Registration of full-time students at the start of each year, semester and registration of exam only candidates on ITS System. Send exam entries of prelims to Department. Administration involved with correspondence students. Do changes of registration or students details on DHET (prescribed form). Ensure all term marks are entered on ITS system before marks are sent to DHET. Print and prepare checklists for student to sign for enrolment details, give to lecturers to let students sign forms in classes, do any corrections on ITS. Prepare letter and forms of student who apply for remarking or rechecking of answer scripts, send to DHET. Keep student records for diploma application, for the following year's Diploma ceremony. Prepare permits to be handed out to students after prize giving ceremony. Attach information letter, exam instructions, student invoice Give to lecturers to hand out in classes. When needed, assist with problems during exams. Confirm enrolment with DHET.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : 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** : 07 July 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 21/55** : **ASSISTANT DIRECTOR: ENTITIES GOVERNANCE SUPPORT REF NO: DOHS/29/2023**
Branch: Entities Oversight, IGR, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Pretoria
: Applicants must be in possession of Matric / Grade 12 or equivalent plus a relevant diploma or degree (NQF level 6 or 7) as recognized by SAQA in Law or Commerce, specializing in Law. An LLB degree will serve as an advantage. The candidate must have 3 to 5 years' experience at an Officer/Practitioner level (Level 7, 8 or equivalent). Experience in public entities corporate governance oversight will be an added advantage. Applicants should have a good knowledge and understanding of the Public Finance Management Act, 1999 (Act No. 1 of 1999), National Treasury Regulations, Companies Act, 2008 (Act No. 71 of 2008), King IV Code on Corporate Governance, and any other relevant Corporate Governance Protocols and legislations applicable to the public sector entities. In addition, applicants must be computer literate and possess good communication and reporting skills and be able to work under pressure and be willing to travel.
- DUTIES** : The successful candidate will be responsible to: Monitor the adherence of the Boards to principles of good governance. Monitor the quarterly and annual performance of the Boards and adherence to entity mandates. Facilitate the establishment of Human Settlements Entity Boards and Advisory Councils and the filling of vacancies. Facilitate the development and implementation of Shareholders Compacts. monitor the functionality of Boards and Advisory Councils. Report on any non-compliance and governance breaches by the Boards and to provide advice on any matter relating to the legislative compliance and governance of the Boards.
- ENQUIRIES NOTE** : Ms N Nortman Tel No: (012) 444-9115
: Male candidates and People with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 10 July 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. 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.
- ERRATUM:** Kindly note that the post of Executive Office Administrator in the Office of The Ombud Ref No: 5/5/23 OLSO (Post No: 20/191) advertised on Circular No 20 of 2023 dated 09 June 2023, the correct Centre is Cape Town. We apologize for any inconvenience caused in this regard.

OTHER POSTS

- POST 21/56** : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST REF NO: 23/72/ISM**
- SALARY** : R811 560 – R952 485 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 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years experience in Business Analysis at Managerial (Assistant Director) level; Experience in Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall methodologies); Experience in Systems Analysis and Solution Architecture; Knowledge of Corporate Governance of ICT Policy Framework; Knowledge and understanding of Public Service Regulations and Public Finance Management Act and Treasury Regulations. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Conduct business model analysis; Develop definition and design; Develop technical and functional requirements; 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.

<u>POST 21/57</u>	:	<u>COURT MANAGER: REF NO: 48/23/LMP</u>
<u>SALARY</u>	:	R527 298 – R617 622 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Vuwani An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, Human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms Mongalo MP Tel No: (015) 287 2037 or Ms Manyaja P.M. Tel No: (015) 287 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700
<u>POST 21/58</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): REF NO: 28/2023/WC</u> (Directorate: Legal Administration)
<u>SALARY</u>	:	R531 381 – R1 252 374 per annum (Salary will be in accordance with OSD determination.) The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Cape Town An LLB Degree or equivalent law degree; At least 8 years appropriate post qualification legal experience; Supervisory /management experience will be an added advantage; 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, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, State Attorney Act; Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, ;Superior Courts Act and the Magistrates Court Act and relevant rules, Knowledge and experience in Office Management and Administration; A valid driver's license. Skills and Competencies: Legal Research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and Financial Management; Communication and Information management; Computer literacy; Continuous Improvement; Citizen Focus and Responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict; Planning and organizing; Problem solving and Decision making; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and conduct outreach, training, and awareness on various pieces of legislations, constitutional imperatives, and legal policy frameworks; Manage and administer the establishment of specialized courts and matters pertaining to vulnerable persons; Manage and coordinate corporate legal support and loss control in the provinces; Manage and coordinate quasi-judicial and statutory appointment matters; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms A Singh Tel No: (021) 462 547
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION</u>	:	Ms L Keyster

<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 21/59</u>	:	<u>ADMINISTRATIVE OFFICERS (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Thohoyandou: Ref No: 49/23/LMP Magistrate Louis Trichardt: Ref No: 50/23/LMP
<u>REQUIREMENTS</u>	:	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: Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations; People Management.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration 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.
<u>ENQUIRIES</u>	:	Ms. Mathosa M.F Tel No: (015) 287 2035 Mr. Lamola V.M Tel No: (015) 287 2147
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 21/60</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 2023/70/GP (X3 POSTS)</u>
<u>SALARY</u>	:	R341 778 – R935 109 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Pretoria
<u>REQUIREMENTS</u>	:	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 licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills.
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Constitutional Courts, Land Claims Court of Appeal, Tax and Tax Tribunals; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent the department in all matters of arbitration proceedings.
<u>ENQUIRIES</u>	:	Ms R Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Provincial 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. Shortlisted candidates will be required to submit certificate of good standing from the relevant law Society.
<u>POST 21/61</u>	:	<u>MAINTENANCE INVESTIGATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Mamelodi Ref No: 2023/73/GP Magistrate Palm Ridge Ref No: 2023/74/GP

- REQUIREMENTS** : Grade 12 or equivalent qualification: Relevant administrative experience; Experience in Family Law Matters; Knowledge of the Maintenance Act; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills (Oral & Written); Motivating skills; Loyal, honest, ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to details.
- 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 APPLICATIONS** : Ms P Raadt 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; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 21/62** : **SENIOR COURT INTERPRETER REF NO: 2023/75/GP**
(This is a re-advertisement: candidates who previously applied should not re-apply as their applications will still be considered)
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Pretoria
: Grade 12 and National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 and a minimum of three years practical experience in court interpreting OR Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; Language requirements: English, Siswati, Sepedi /IsiZulu/ Setswana. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Control and supervision of interpreters.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
- POST 21/63** : **MAINTENANCE OFFICER (MR1- MR5): REF NO: 60/2023/WC**
- 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 REQUIREMENTS** : Magistrate Office, Worcester
: An LLB Degree or a four year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders. Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES APPLICATIONS** : Mr F Steyn Tel No: (023) 342 2325
: Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

- FOR ATTENTION NOTE** : Ms L Keyster
 : Persons with disabilities are encouraged to apply.
- POST 21/64** : **MAINTENANCE OFFICER (MR1): REF NO: 2023/76/GP**
- SALARY** : R207 429 per annum, (Salary will be in accordance with OSD determination).
 : The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Pretoria - North
 : An LLB Degree or recognized 4 years' legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Proficiency in the following languages: English and Setswana; Understanding of all services and procedure in the area of Maintenance; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressure. Time manage skills.
- DUTIES** : Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Ensure compliance with disciplinary code; Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6, Johannesburg, 2000. OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Kruis Street.
- POST 21/65** : **COURT INTERPRETER REF NO: 23/48/FS**
 : (This is a re-advertisement: candidates who previously applied should not re-apply as their applications will still be considered)
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Vrede
 : NQF level 4/ Grade 12; Proficiency in English; Proficiency in one or more indigenous languages; Three months practical experience will be an added advantage; Language Proficiency: Vrede: English, Sesotho, Zulu and Afrikaans. A valid driver's license will be an added advantage. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and Organising, Problem solving and analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render legal interpreting services; Translate Legal Document and Exhibits; Coin Words; Assist with the reconstruction of Courts records; Perform specific line and administrative support functions.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
 : Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

DEPARTMENT OF MILITARY VETERANS

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

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 07 July 2023 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident Permit Holders will submit a copy or proof of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Applicants who previously applied are encouraged to re-apply.

OTHER POSTS

- POST 21/66** : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS AUDIT COMMITTEE REF NO: DMV2023/06-01 (X5 POSTS)**
(The term of office will run effective immediately upon appointment for a period of three years (36 months).
(Re-advertisement)
- SALARY** : DMV Audit Committee members are remunerated using National Treasury rates adjusted annually by National Treasury. Members are remunerated at R2 619 per day. The DMV pays its members two days' preparation time plus one day of the meeting, equivalent to three days as follows: R7 857 per member. The rates include both preparation time and meeting attendance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) Matric / senior certificate (b) Relevant three or four year degree (c) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/ Information Communication Technology, and Monitoring and Evaluation), must be independent and knowledgeable of the status of their positions as members, (d) a member of a professional body and (e) have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Experience in or knowledge of the public sector. Highly specialized knowledge of internal controls and accounting practices. Major accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and

exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.

DUTIES

: To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the Executive Authority and Accounting Officer of the Department of Military Veterans on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the annual financial statement to provide the department with an authoritative and credible view of the financial position of the DMV, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the Department as may be requested by the Executive Authority; perform such other functions as may be prescribed.

ENQUIRIES

: Directorate of Internal Audit and Risk: Mr MMC Mufamadi Tel No: (012) 765 9366

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply. Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 406 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 07 July 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 21/67** : **TECHNICAL ADVISOR: ELECTRICAL ENGINEERING REF NO: DMRE/2389**
- SALARY** : R958 824 per annum (Level 12)(All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma / Degree in Electrical Engineer Plus Certificate of Competency as an Electrical Engineer (NQF 6) PLUS 6 years experience in electrical engineering PLUS the following key competencies: Knowledge of in depth understanding of the mine health and safety. Knowledge of the policy regime affecting the minerals and mining industry. Government policy and legislation Skills: problem solving, communication (verbal, written, liaison). Influencing skills. Negotiation skills. Proven management & organisation skills.

		Advance analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Organising and coordinating. Facilitation and implementation. Financial management. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and leadership. Change management. Thinking Demands: Creativity/ innovative. Logical, objective, accurate, diplomatic.
<u>DUTIES</u>	:	/KRA's: Participate /lead investigations and inquire conducted in terms of Mine Health and Safety Act (MHSA) where a high level of technical expertise is required. Analyse and monitor accident trends, conduct research and liaise with the Mine Health and Safety inspectorate (MHSI) and national and international counterparts. Provide a linkage between all regions in order to assist with the enforcement of the provisions of the MHSA uniformly and consistently. Identify training needs, provide advice to support services unit as well as provide mentorship and knowledge transfer to MHSI. Identify research needs, legislation and policy requirements and provide technical input to the Policy Unit, Participate in technical task groups for the development of national standards specifications.
<u>ENQUIRIES NOTE</u>	:	Mr XM Mbonambi Contact Number 012 444 3676 Indian, Coloured and White female are encouraged to apply
<u>POST 21/68</u>	:	<u>SENIOR INSPECTOR: MINE HEALTH AND SAFETY (REF NO: DMRE/2390)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12)(All-inclusive package) Limpopo Region, Polokwane National Diploma in Mining Engineering (NQF level 6) PLUS Mine Managers Certificate of Competency with minimum of 3 years' experience at junior managerial level in mining industry with Driver's licence PLUS the key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations
<u>DUTIES</u>	:	KRA's: Coordinate, conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosive, blasting operations and other matter relating to mine safety and take the necessary enforcement action where necessary. Coordinate, conduct report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary boards of examiners. Coordinate the investigation, consultation and provision of input on mines closures, prospecting rights, mining rights and permit, EMP's and township development. Provide managerial activities.
<u>ENQUIRIES: NOTE</u>	:	Mr. S Jivhuho Contact Number 015 287 4705 Indian/ coloured/ white female are encouraged to apply
<u>POST 21/69</u>	:	<u>DEPUTY DIRECTOR: MINERAL AND ENERGY PLANNING (REF NO DMRE/2391)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 110)(All-inclusive package) Head Office, Pretoria Degree in Natural Science (Chemistry, Applied Chemistry, Environmental/ Chemistry) Engineering (Chemical/ Metallurgy, Geology/ Chemical Mining/ Environmental Science / Geology/ Geochemistry / Energy Studies/LLB / B com Law, (NQF 7) Tertiary qualification in policy development would be added advantage with a minimum of 3 years' experience at a junior management level in the mining and mineral sector PLUS the following competencies, Knowledge of: Knowledge of Policy Development Process, detailed knowledge of petroleum sector. project management. financial management. Policies/ laws governing petroleum sector. Knowledge of the minerals and mining industry. Knowledge of the policy regime affecting the minerals and mining industry.

- Government policy and legislation. Public administration and management Skills: Leadership. Management. Planning and organising. Project Management. Communication (written and verbal). Policy analysis and development. Computer. Presentation skills and interpersonal skills, thinking demands: Problem solving. Innovate. Analytical. Creativity. Critical thinking logical
- DUTIES** : /KRA: Plan and develop policy initiatives relating to mining and mineral policies. Analyse and evaluate existing policies and formulate future policy options and initiatives. Interact and consult with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing /proposing mining and mineral policies. Conduct policy presentations and represent the department at various forums or workshops on mining and mineral sector policy related matters. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the mining and mineral sector. Draft and amend legislation and/ or develop and review regulations in relation to mining and mineral efficiency and mining industry. Provide managerial activities.
- ENQUIRIES** : Mr. N Mbatha Contact Number 012 444 3134
- NOTE** : Indian, Coloured or White males and persons with disability are encouraged to apply.
- POST 21/70** : **ASSISTANT DIRECTOR: BENEFICIATION STRATEGIES DEVELOPMENT (REF NO: DMRE/2392)**
- SALARY** : R527 298 per anum (Level 10)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree /BTech in Mining/ Metallurgy/Geology /Mineral Economic or related fields (NQF 7) in house or external skills training degree. Mineral economics and related fields. policy formulation and monitoring will as added advantage with a minimum of 3 years' experience in the industry Knowledge of the mineral industry and all factors that impact on that. Legislation on mineral beneficiation and the Mineral Petroleum Resource Development Act. Monitoring the overall performance of the industry. Developing and implementing strategies. Able to query, analyse, recognise problems and form conclusions Skills: Research skills. Problem solving. Good writing and communication skills. Project management skills. Statistical Analysis Thinking demands: Make a sound & reasonable decision to transform the mineral beneficiation sector. Ability and experience in handling large volumes of data. Able to work independently, take appropriate corrective action. Analytical thinking and planning. Problem solving.
- DUTIES** : /KRA's: Do research to identify constraints and possible further local processing of mineral commodities. Identify potential solutions to overcome constraints. Develop policy and strategy interventions to overcome constraints promote further local processing of mineral commodities. Provide managerial activities.
- ENQUIRIES** : Ms N.S. Twala Contact Number 012 444 3826
- NOTE** : Indian, Coloured and White male are encouraged to apply
- POST 21/71** : **ASSISTANT DIRECTOR: GAS POLICY (REF NO: DMRE/2393)**
- SALARY** : R527 298. per annum (Level 10)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate National Diploma in Petroleum Engineering Metallurgical / Chemical /Process Engineering / Natural Science / Geology. Degree in Law (B Proc, BCom Law, LLB Certificate in legislative drafting /policy development/ nuclear science / energy studies/ Monitoring and Evaluation in Public Sector with minimum of 3 year 'experience in the Gas sector. Knowledge of Policy Development Process. Detailed knowledge of energy sector. Project management. Financial management. Departmental policies and procedures. Other government. Departmental policies (especially economic cluster) Skills: Planning and organising. Project management. Communication (verbal and written). Policy analysis and development. Computer. Presentation skills. Interpersonal skills. Language skills Thinking demand: Analytical, creativity and decision reasoning /making
- DUTIES** : /KRA's: Identify, develop and review existing /new policies, legislation and strategies on natural gas sector. Conduct secondary research on policy related matters. Identify, consult and collaborate/ engage with relevant stakeholders

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

ENQUIRIES : Mr G Nhlapho Contact Number (012) 444 3836
NOTE : Indian, Coloured or White males are encouraged to apply.

POST 21/72 : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT (REF NO: DMRE/2394)**

SALARY : R527 298 per annum (Level 10)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : Bachelor's Degree/ B-Tech Degree/ Advanced Diploma in Environmental Management/ Natural Science/ Environmental Science (NQF Level 7), with a Minimum of 3 years relevant experience in the industry and Driver's Licence, PLUS the following competencies Knowledge of integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods, Knowledge of environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management Skills: Good negotiation skills, good research skills, integration of social, economic, bio-physical and cultural-historical impacts, personnel management working and creating team work, good verbal and non-verbal communication skills, excellent English reading and writing skills Thinking Demands: Pragmatic environmental, problem solving abilities, Innovative thinking abilities. Ability to manage diverse public demands.

DUTIES : KRA's: Evaluate Environmental Management Program plan, Environmental Impact Assessments. Scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Investigate and resolve mine environmental related issues, queries and complaints between the mining industry and the Public. Consult with relevant State Departments and assist clients through promotion of administrative justice. Provide managerial activities.

ENQUIRIES : Mr S Lurengwu Contact Number: (041) 403 6631
NOTE : Indian male or persons with disability are encouraged to apply.

POST 21/73 : **ASSISTANT DIRECTOR: SERVICE DESK (REF NO: DMRE/2395)**

SALARY : R424 104 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Information Technology (NQF level 6) plus A+ Certificate with minimum of 3 year experience in a service desk technical support environment. Knowledge of MS Office 2003/ 2007/2010/2013. MS Windows /XP Pro/7/10. Remote administration. Printer installations. Program installation and troubleshooting. Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organisational skills. Client focused. Negotiation and consultation skills. Problem solving and analysis. Strategic capability. Change management. Creativity and innovation. Management and expertise in all areas of information technology. Technical expertise in advanced strategic and business analysis. Change management with knowledge of public service and departmental organisation matters. Regulatory framework for the management of IT in government. Programme management with a service delivery orientation and effective budget management. Thinking demand: independent person. Must be able to improvise (analytical) self-motivated. Decisive.

DUTIES : /KRA's: Provide inputs in the development of processes, policies and strategies for service desk technical support. Ensure/register calls on the service desk systems. Oversee the internal IT register with respect to hardware and software. Provide 2nd level support to the DMRE end-user on hardware, software and network-related problems including liaising with 3rd party suppliers. Resolve a variety of basic and complex problem related to desktop

	:	hardware and software in a distributed computer environment during initial problem contact from the user. Install, maintain and support telephone systems and network cabling. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr L Mothudi Contact Number (012) 406 7698
<u>NOTE</u>	:	Indian, Coloured or White females and persons with disability are encouraged to apply.
<u>POST 21/74</u>	:	<u>HUMAN RESOURCE PRACTITIONER (REF NO: DMRE/2396)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 8)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management / Human Resource Development (NQF6) with a minimum of 3 years experience as a Personnel /HR Officer Knowledge of: HRM operations and prescripts in the Public Service Regulations. Basic knowledge of recruitment and selection systems and processes for the Department. Basic knowledge of employment equity systems and processes for the Department Skills: communication skills. Interpersonal skills. Planning and organising skills. Problem solving skills. Computer skills Thinking demand: creative, organised, problem solving, information evaluation, use initiative, follow instruction correctly.
<u>DUTIES</u>	:	/KRA's: Render recruitment and selection services within the department. Provide input on the development and maintenance of recruitment and selection. Policies, procedures and practices and implement thereof. Implement, maintain and monitor human resources practices and policy. Maintain and update recruitment and selection information. Provide advice and information on the administration/application of HR processes and practices. Conduct exit interviews with outgoing employees of the Department. Supervise and develop staff
<u>ENQUIRIES</u>	:	Ms LM Maluleka Contact Number (012) 406 7421
<u>NOTE</u>	:	Indian, Coloured or White male are encouraged to apply.
<u>POST 21/75</u>	:	<u>PERFORMANCE MANAGEMENT PRACTITIONER (REF NO: DMRE/2397)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 8)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management / Human Resource Development (NQF 6) with minimum of 2 years experience in PMDS/HRM/HRD environment Knowledge of: Public Service Act, Public Service Regulations. Determination and Directive on Performance Management and Development System (PMDS) of employees other than members of the Senior Management Services (SMS). SMS Handbook Skills strong analytical skills with attention to details. Presentation, facilitation skills. Communication skills. Computer skills, writing skills, policy development skills Thinking demand: decisive, sound knowledge, confidentially, problem solving, innovation.
<u>DUTIES</u>	:	KRA's: Administer the Performance Management and Development System. Provide information and advice on performance management with regard to (Work plans, Probation reports and performance assessment. Capacitate employees of performance management development. Provide inputs in the development and review of the PMDS policies and procedures. Provide secretariat services to the LMC meetings. Conduct special recognition for outstanding employees
<u>ENQUIRIES</u>	:	Ms H Mbiko Contact Number 082 465 2525
<u>NOTE</u>	:	Indian or White male are encouraged to apply.
<u>POST 21/76</u>	:	<u>ADMINISTRATIVE OFFICER: (REF NO: DMRE/2398)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 7)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma in Office/ Public Administration (NQF 6) with 1 years administrative experience. Knowledge of Basic knowledge of legislation (PFMA. Public Service etc) Corporate Service (HR, Finance, IT) Document Management. Computer skills. Skills: Computer skills, interpersonal skills, organisational skills, Management skills, Numeric skills. Thinking Demand Friendly, professional, proactive Attention to detail, Ability to follow procedures, Information evaluation decision making, creativity, Analytical thinker
<u>DUTIES</u>	:	/KRA's: Provide logistical support services to the Chief Directorates. Provide Support service in association with relevant directorates in terms of Human

Resource Management. Procure goods and services and asset management. Ensure document management within the Chief Directorate.

ENQUIRIES NOTE : Ms R Matakanye Contact Number (012) 406 7596
: Coloured / Indian/white male or female candidates are encouraged to apply.

POST 21/77 : **CHIEF ADMINISTRATION CLERK: (REF NO: DMRE/2399)**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 7)
: Northern Cape Region, Springbok
: Grade 12 (NQF 4) with a minimum of 3-5 years' experience. Knowledge of: Financial prescripts, Acts, Policies etc. applicable to supply chain management, transport and risk management and control human resource policies and prescripts. Skills: Strong listening and communication skills, controlling and planning skills, proven public administration skills, good management skills, computer literate, typing skills, ability to understand and interpret information. Thinking Demand: Ability to recognise dynamic changes in policy trends and adapt accordingly. Ability to recognise financial risk.

DUTIES : /KRA's: Provide Revenue and Petty Cash service. Provide SAMRAD record administration services. Provide Supply Chain Management and Transport Services. Provide general administration duties. Supervise and develop staff.

ENQUIRIES NOTE : Mr. R Mariri Contact Number (053) 807 1776
: Indian/white male candidates are encouraged to apply.

POST 21/78 : **ADMINISTRATIVE CLERK: EMPOWERMENT TRANSACTION (REF NO: DMRE/2400)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 5)
: Head Office
: Grade 12 (NQF 4) no experience required. Knowledge of knowledge of administrative procedures and policy, related HR policies requirements, ability to interact productively with colleagues, super organisational excellent time management. Skills: Proficient in the use of computers, database software, document management software, Microsoft Office, PowerPoint an Excel, Computer skills, interpersonal skills, financial skills, ability to interpret and apply legislation. Thinking Demand Information evaluation and analytical thinking.

DUTIES : /KRA's: Communicate with customers, employees, and others to answer questions, address complaints, and explain information. Compile and maintain records of office activities and business transactions. Record digitally finalized empowerment transactions reports and any other records. Prepare for inspections and assessments workshops. Maintain updated digital systems for filling, mailing, databases an obtain information to respond to request by reviewing files, documents and records. Render general clerical administration support services. Provide front desk customers who visit or call into the office.

ENQUIRIES NOTE : Ms M Mpuru Contact 012 444 3543
: Coloured / Indian/white male candidates are encouraged to apply.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. It is the department's intention to promote representivity through filling of these posts. Our buildings are accessible to persons living with disabilities



CLOSING DATE : 17 July 2023 at 12:00 am (Midnight)

NOTE : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: 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. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

POST 21/79 : **DIRECTOR: CAA REF NO: S056/2023**
Division: Office of the Accountant-General (OAG)
Purpose: To provide strategic guidance, advisory services and oversee management of the CAA in the Chief Directorate: Capacity Building and its devolved sites (City of Cape Town, Joburg and eThekweni Metropolitan Municipalities) as well as providing technical advice to Provincial Treasuries on the establishment and maintenance of similar programme.

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

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to an NQF level 7) in Accounting or Finance. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a training and development environment, knowledge of the South African Institute of Chartered Accountants (SAICA) training regulations, successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key outputs include:- CAA Project Management: Develop and implement the CAA marketing strategy in conjunction with Communications Unit pertaining to universities and other stakeholders, Develop a CAA training strategy for National Treasury and other participating government institutions, Mobilise financial resources for funding of the CAA projects in compliance with relevant legislations and other prescripts, Provide updates on strategic

interventions to the Director-General and the Minister regarding the CAA programme, Provide guidance on the management of the Training Contract Management Systems from inception to exit in compliance with SAICA reviews and reporting. CAA Coordination: Develop processes and procedures in the co-ordination of trainee/ mentor/ supervisor/ assessor engagement in the development of chartered accountants, Provide strategic guidance on relationship building and impact of engagements with tertiary institutions, internal stakeholders, SAICA, and other government departments, including State-Owned Entities (SOEs), Provide guidance and support to stakeholders in the accreditation application process as part of the CAA programme, Provide inputs and guidance on policy coordination with stakeholders on CAA policy reform matters. CAA Policy Development and Implementation: Monitor the implementation of CAA policy for compliance with processes and procedures, Initiate the implementation of CAA competency framework as prescribed by SAICA, Develop a CAA marketing strategy in conjunction with Communications Chief Directorate, Recommend an absorption strategy for CAA candidates post training with participating institutions, Develop the CAA Employment Agreement based on researched industry's best practices in consultation with SAICA, and internal stakeholders, Develop a Memoranda of Understanding (MOU) with institutions that are part of the trainees' secondment programme/devolved sites. Monitoring and Evaluation: Assess implementation of training programme within National Treasury, Review the effectiveness of each secondment partner and provide alternative solutions for developmental purposes. Stakeholder Management and Advisory Services: Establish and maintain relationships with other departments and SOEs to strengthen the CAA secondment opportunities and proposed trainee absorption, post training, Develop a framework for managing relationship with the regulatory body to ensure continuous CAA compliance with SAICA, Develop a stakeholder management framework for universities, service providers, secondment partners, primary sites, provincial treasuries, national and provincial departments, and State-Owned Entities. Financial Management Capacity Building: Contribute to the development of Public Financial Management talent pipeline framework for the whole of government, Contribute on the development of Public Financial Management professionalisation framework.

**ENQUIRIES
APPLICATIONS**

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 21/80

: **DIRECTOR: SOUTHERN AFRICAN CUSTOMS UNION (SACU) REF NO: S049/2023**
Division: International and Regional Economic Policy (IREP)
Purpose: To manage South Africa's institutional working relations with SACU and developing the enhancement of bilateral agreements between South Africa and SACU Member States.

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Political Science or International Relations or Development Studies. A minimum of 5 years' years' experience at a middle management level (Deputy Director) obtained within a development institution/ policy/ financial environment, Knowledge and experience of benchmarking and research with recognized international institutions, knowledge and experience of diplomatic processes, successful completion of the Nyukela Public Service SMS Pre-entry Programme National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key outputs include:- Policy Analysis and Development: Formulate National Treasury's position paper on how South Africa should proceed with the future of SACU and ensure that it is aligned to South Africa's regional integration agenda, Develop and integrate inputs into Cabinet Memoranda on behalf of the National Treasury and coordinate the Inter-Ministerial Committee process, Identify risks and opportunities currently faced by SA in pursuit of its SACU objectives and proposed remedial solutions, Monitor and develop an in-depth profile of each SACU country's economy, Develop key policy positions within SACU member countries with a specific focus on finance and

development. Regional Development: Formulate SA's policy on the extension of credit lines and bilateral financial assistance to SACU countries, Assess the extent of existing institutional arrangements and assistance to attain regional integration (e.g. how can the CMA be used as a vehicle for regional integration), Formulate policy on co-operation with regional and global multilateral institutions on the development of SACU countries, Oversee the payment of all funds due to SACU countries, either through the current revenue sharing formula or through bilaterally, depending on Cabinet's decision on SACU. Stakeholder and Client Engagement: Inform National Treasury of views on SACU emanating from SA think-tanks, business and other non-state organisations, and organise knowledge-sharing events/seminars/conferences, if required, i.e. increase knowledge and facilitate co-ordination on SACU in the South African government and other finance stakeholders, Co-ordinate the National Treasury's task team on SACU and attend all SACU meetings that involve Ministries of Finance, Facilitate capacity building within SACU countries, Facilitate a dialogue between the South African Ministry of Finance and SACU Ministries of Finance at official and ministerial level, Co-ordinate visits and engagements with the SADC Secretariat and manage NT's participation in special projects with SACU countries. Develop SACU Cooperation: Improve South Africa's interests through negotiations within SACU and bilaterally with SACU countries, Manage the in-house publications on SACU projects.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

OTHER POSTS

POST 21/81 : **SENIOR ECONOMIST: FINANCIAL INCLUSION REF NO: S052/2023**
 Division: Tax and Financial Sector Policy (TFSP)
 Purpose: To develop and implement policy and legislation to promote National Treasury's mandate of inclusive finance policies that facilitating affordable access to financial services and products for Small, Medium and Micro Enterprises and the unbanked and underserved groups of the population.

SALARY : R958 824 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Development Finance or Banking or Economics. A minimum 4 years' experience of which 2 years should be at Assistant Director level or equivalent obtained within a policy, research capacity environment, knowledge of the interface between financial inclusion, consumer financial education, market conduct and consumer financial protection, fintech and transformation of the financial sector, knowledge and experience of the broader policy analysis and dissemination of financial inclusion data; and knowledge and experience in policy development and implementation.

DUTIES : Some key outputs include:- Formulate Strategic Policy on Financial Inclusion: Develop and implement policy papers guiding government in its decision-making pertaining to financial inclusion, Initiate benchmarking exercises on policy trends and standards with recognised international institutions through the undertaking of peer reviews. Transformation of the financial sector: Participate in the Financial Sector Transformation Council, Assist with initiatives of the National Treasury on stakeholder forums relating to transformation of the of the financial services sector. Monitor Financial Access: Develop a monitoring system to measure progress on financial access through the utilisation of appropriate indicators for financial inclusion, Develop and maintain a database of information and tool to monitor progress on financial access, Publish and disseminate information on financial access through inclusion within the annual report on financial access indicators within National Treasury. International Multilateral Process on Financial Inclusion: Provide inputs for a broad South African government opinion on multilateral initiatives for financial inclusion such as the G20, OECD, SADC, IMF, and World Bank reports on financial access, Contribute to the policy dialogue on financial inclusion issues in Regional Member Countries, at both policy and technical level.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 21/82 : **DEPUTY DIRECTOR: SCM EDUCATION, TRAINING AND DEVELOPMENT
REF NO: S057/2023**
Division: Office of The Accountant-General (OAG)
Purpose: To coordinate the development, implementation of frameworks, guidelines, and standards for SCM education, training and development.

**SALARY
CENTRE
REQUIREMENTS** : R811 560 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a National Diploma (equivalent to an NQF Level 6) or a Bachelor's Degree (equivalent to an NQF Level 7) in any of the following disciplines: Supply Chain Management or Procurement or Logistics or Commerce. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in SCM ETD development and implementation, knowledge of the public sector training and development/ human resource management framework; and knowledge and experience of the SCM environment and the educational framework within the public service.

DUTIES : Some key outputs include:- Policy Development: Assist with the coordination of SCM ETD development and implementation of frameworks, as depicted: SCM Integrated Learning Matrix; SCM learning curriculum; SCM educational qualifications; SCM training solutions; Coordinate the development of a SCM ETD quality assurance framework, which include: ETD technical QA review, ETD monitoring and evaluation, Coordinate the development of policy, norms, standards, frameworks and guidelines for SCM ETD, Assist with the development of SCM-related frameworks, guidelines and standards in alignment with legislative and other policy requirements. Implement SCM ETD. Development and Delivery Framework: Coordinate and assist with ETD marketing and communication, Assist with SCM ETD development and implementation, Conduct SCM related formal and informal training, Monitor and evaluate the development and delivery of SCM ETD services, Assess cost, impact and return on investment through ETD reporting and SCM training needs analysis. Research and Development: Initiate research on best practice with regard to SCM ETD development and implementation. Propose alternative SCM ETD development and Utilisation: Define data delivery solutions, Assist with the advancement of SCM through reforms, good practice and benchmarking, Monitor and evaluate the progress and impact of the SCM ETD development and implementation. Stakeholder Engagement: Engage stakeholders and coordinate the implementation of SCM ETD development, Coordinate the governance of SCM ETD development and implementation.

**ENQUIRIES
APPLICATIONS** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 21/83 : **INFRASTRUCTURE AND NETWORK MANAGER REF NO: S045/2023**
Division: Corporate Services (CS)
Purpose: To maintain and support the organisation's ICT infrastructure and networks providing a stable, secure, reliable, and cost-effective infrastructure environment.

**SALARY
CENTRE
REQUIREMENTS** : R811 560 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or a Bachelor's Degree (equivalent to an NQF level 7) in Information Technology and the following attributes will be an added advantage: ITIL certification (Minimum Foundation Certificate) or COBIT certification (Minimum Foundation Certificate) Microsoft Certification. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in Information Technology, knowledge of technology infrastructure, LAN, and WAN infrastructures and applications. Knowledge of the following equipment and systems: Dell, CISCO/Huawei, Checkpoint, Microsoft Applications – AD, AZURE, SharePoint, O365, Exchange, FTP Services. MS Server OS, SQL, SCOMS, SCCM, Microsoft Endpoint Manager, Desktop OS, communications solutions, security components, VMware, Data Storage Solutions, knowledge of project management methodologies and tools.

DUTIES : Some key outputs include:- ICT Service Delivery Support: Analyse the operational service requirements of the National Treasury for improvement, Assess the status quo and advise on technology advancements for implementation, Prepare service delivery objectives of the infrastructure and networks requirements for execution, Define service delivery standards for the efficient operations of business. Governance: Provide input for the review of operational policy, procedures, and standards of ICT, Respond to audit and risk queries and findings for improvements in business, Implement remedial solutions to Infrastructure and networks maintenance gaps and challenges for a reliable ICT environment. ICT Client Support: Render a support service to clients on incident resolutions in business, Implement guidelines on problem solving procedures in business, Solve infrastructure and networks maintenance related operations according to internal processes and procedures, Monitor and evaluate performance and compliance issues of infrastructure and networks, Analyse performance and compliance related issues pertaining to infrastructure and networks based on feedback from internal stakeholders. Acquisition and implementation of ICT Systems: Define functional and technical specifications based on business requirements, Compile implementation and test plans for business, Develop an integrated solutions baseline on specified and plans specifications, Record all operationalize solutions to assist stakeholders.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 21/84 : **ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT REF NO: S050/2023**
Office of the Chief Procurement Officer (OCPO)
Purpose: To provide strategic procurement support services to improve the performance and efficiency of the State procurement system including value for money and leveraged benefits.

SALARY : R527 298 per annum, (remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or a Bachelor's Degree (equivalent to an NQF level 7) in Supply Chain Management or Logistics or Purchasing or Commerce. A minimum 3 years' experience obtained in the Supply Chain Management environment, knowledge of strategic procurement, knowledge of the broader public service SCM legislative framework, experience of data gathering and analysis, knowledge of project management.

DUTIES : Some key outputs include:- Strategy and Policy: Contribute to the design, development and maintenance of a strategic procurement framework including: national guidelines, processes and standards for strategic procurement, a strategic procurement monitoring and evaluation system, Assist with the dissemination of the strategic procurement framework of government, Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders and facilitate and coordinate the development and implementation of strategic procurement strategies and plans, Engage with public sector-specific strategic and external partners to support the development and implementation of strategic procurement strategies and plans. Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services, Contribute to and assist with the design and development of strategic procurement strategies for universal products and services across government spheres, Assist with the design and development of strategic procurement work plans for client engagement, monitoring and evaluation, Perform and manage analyses on commodity spend, market and industry, suppliers, specification and demand, total cost of ownership and any other matter as may be required. Service Delivery: Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, Auditor-General (AG) reports, and grant allocations annually, as required, Analyse information sources for the identification of key strategic procurement project opportunities for targeting based on: the importance of the commodity/ service to achieve service delivery and the complexity of the supply market, Contribute to the identification and

recommendation of new and alternative solutions to strategic procurement services, Contribute to the client environment and strategic procurement-related reports and diagnostics, Conduct research, and contribute to the development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including: strategic procurement best- practices, strategic procurement spend analysis and research, strategic procurement recommendations and strategic procurement recommendations facilitation and implementation.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 21/85 : **ECONOMIST: SECONDARY SECTOR REF NO: S048/2023**
 Economic Policy
 Purpose: To assist in the monitoring and evaluation of economic developments in the real economy, including the analysis of policy proposals made by key stakeholders (e.g. other government departments).

SALARY : R527 298 per annum, (remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF 6) or a Bachelor's Degree (equivalent to an NQF 7) in Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematics. A minimum 3 years' experience obtained in policy analysis/ economic environment, knowledge and experience of applied economics.

DUTIES : Some key outputs include:- Sector Analysis: Assist in the production of reports on developments in the real economy or and implications for the economy, Assist in the research and analysis of factors that drive growth in the real economy, Assist in the drafting of speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister, Assist in developing National Treasury positions on real economy and related policy issues. Policy Advice: Assist in the preparation of briefing notes and memos to the Deputy- Director- General, Director-General, Deputy Minister and Minister on various real economy and related policy issues, Assist in the compilation of National Treasury policy discussion documents for consultation with stakeholders, Provide support to engagements with stakeholders on policy and related issues impacting the real economy. Data Development: Assist in the maintenance of databases of various indicators to assist in economic analysis, Assist with the compilation of databases required for the effective monitoring of sectoral developments. Budget & MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS sector analysis, updates, tables, charts, Assist with number checking and proof reading of Budget Chapters.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 21/86 : **BUSINESS ANALYST: ENTERPRISE ARCHITECTURE AND ACQUISITION**
REF NO: S044/2023
 Corporate Services
 Purpose: To analyse the business requirements of the National Treasury in conjunction with stakeholders acquired relevant information for implementation and maintenance of applications and systems as required.

SALARY : R424 104 per annum, (remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Information Technology or Business Administration. A minimum 3 years' experience obtained within the fields of Business or a systems analysis environment, knowledge and experience of the following ICT disciplines: Enterprise Architecture, Business Analysis and System Development Lifecycle, Knowledge and experience in the utilisation of the Unified Modelling Language (UML), Business Process Model and Notation (BPMN), and the Integrated Definition Language (IDEF0) standards, Cobit5, and Togaf9.

- DUTIES** : Some key outputs include:- Governance and Business Architecture: Review the current Business Architecture Baseline for the National Treasury, Analyse the Business and Architectural Baseline Gaps for modifications and solutioning, Define the Application Architecture Gap Analysis and Identified Applications, and Business Solutions, Compile and review the Corporate Governance of ICT and make recommendation, Assist with enterprise architecture and acquisition monitoring and reporting, Assist with the alignment of ICT standards and procedure to COBIT5 Framework. Business and Systems Analysis: Track and manage applications conformance and support, Assist with the development of user requirements and functional specifications, Assist with the preparation of a business case for Identified projects in conjunction with stakeholders, Provide solutions for implementation in alignment with business case and requirements, Review implementation and propose adjustments where necessary. Enable Operation and Use: Implement the targeted Application Architecture Baseline within business, Assist with the execution of quality assurance and test plans for modification. Project Management: Assist with the planning, execution and completing of projects within agreed timeframe, Assist with the achievements of key milestones during the project life cycle, Assist with the implementation and attainment of proper project governance, Report on achievements, risks in accordance with agreed timelines and engage relevant stakeholders.
- ENQUIRIES** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- POST 21/87** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: S043/2023**
 Corporate Services
 Purpose: To provide a conducive environment to all National Treasury employees in the provision of building maintenance, space planning, project management and Occupational Health and Safety.
- SALARY** : R424 104 per annum, (remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (NQF6)/ Bachelor's Degree (NQF 7) in Facilities/ Property Management/ Built Environment/ Public Administration/ Electrical Engineering, an Electrical certification will be an added advantage. A minimum 3 years' experience 'obtained in office space planning and building maintenance is required; and a broad understanding of the government's framework on property management, including maintenance management.
- DUTIES** : Some key outputs include:- Operations: Implement structures that would oversee the correct facilities and equipment for optimal maintenance of the National Treasury buildings, Assist in identifying and managing operational and maintenance requirements, including the oversight over repairs and fittings of equipment in the building, Maintain a schedule of maintenance works required for the buildings including preventative maintenance and testing of building systems (eg: fire, alarms, generator testing, etc.) , Implement corrective facility measures in compliance with the Occupational Health and Safety Act of 1993, Initiate inspections on public areas, conference rooms and offices to conform to neatness and health control on cleanliness and appearance, Facilitate the set measurements for the environment, health and safety to comply with set government regulations, Maintain a schedule of maintenance works required for preventative maintenance and testing of building systems (eg: fire, alarms, generator testing, etc). Space Planning and Accommodation: Update floor plans and drawings continuously and propose amendments, Liaise with service provider during the developmental phase until sign-off on layout, Administer the uninterrupted removal of building debris by the local municipality and landlord. Governance: Develop internal norms and standards that warrant equipment, courier services, mail, furniture, cleaning products & general services and upholstery are procured as determined through the normal government procurement procedures, Provide advice and inputs during the initial stages of general tender requirements compilation, Assist in with the monitoring of service-level agreements with contractors and suppliers, Assist with the procure required items for sourcing, request quotations, orders, and initiate the processing of payments. General Office Administration: Generate reports for management information, Prepare spending trends and analysis for execution of the facilities operations budget and expenditure, Provide reports

on facilities relating to operational challenges and other issues, Liaise with clients directly on seating and space planning issues. Customer Relations: Monitor HEAT statistics and calls received for corrective actions, Attend to complaints and through the normal resolution mechanisms, Provide a platform to deal with customer related queries, resolution of problems and office space related requirements, Implement initiatives for the prompt resolution of a customer's complaint.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 21/88 : **DESKTOP SUPPORT TECHNICIAN REF NO: S050/2023**
 Corporate Services
 Purpose: To provide a customer support service to the National Treasury for user of IT services, handles incidents and service requests that interface with business demands.

SALARY : R424 104 per annum, (remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or a Bachelor's Degree (equivalent to an NQF level 7) in Information Technology, an ITIL foundation certification with MCP/MCSE/ A+ will be an added advantage. A minimum 3 years' experience is required obtained in an Information Technology environment, knowledge of databases and the initiation of amendments to the status of customers, and knowledge in comprehending, absorbing, and capturing the interpretation of basic information for implementation.

DUTIES : Some key outputs include:- Customer Service: Provide a customer support service to the National Treasury in support of their processes, Initiate actions that will improve service delivery and customer satisfaction, Follow up surveys completed by customers and evaluate randomly selected logged calls, Evaluate calls to determine the root cause of the customer's problem in meeting the demands of requests, Provide personalized customer support service to all internal clients. Customer Engagement: Sensitize internal clients of major incidents or risks of that might affect the ICT operations, Engage users concerning open calls (service requests and incidents) and quote the HEAT call number as reference, Escalate priority cases or incidents to the infrastructure and network business units for solution-based outcome, Inform clients and engage on escalated issues that have a bearing on the operational effectiveness of ICT. Liaise with customers on logging calls: Log all incidents and service requests through the Service Desk tool (HEAT), Route, track and escalate calls where discrepancies exist against SLA and perform trend analysis for feedback reports, Finalise new user requests for integration on the system and perform account terminations, Perform research of Q&As utilising available information and resources to assist in resolving incidents promptly, Provide feedback reports on the performance of IT emanated from the registered call centre information. Update Calls: Provide information to assist 1st and 2nd line support in resolving escalated calls and update calls in real-time to ensure information is up to date, Update calls with HEAT journal entries where additional information or call history needs to be recorded, Provide a comprehensive performance report on Heat call managed through the call centre.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth



- APPLICATIONS** : **National Office Midrand/Constitutional Court:** Braamfontein: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape Division of the High Court:** Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- Mpumalanga Division of the High Court Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Kwazulu-Natal: Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54372, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice, Provincial Service Centre KwaZulu Natal 1st Floor Office No 118 CNR Somtseu & Stalwart Simelane Streets, Durban
- Western Cape Division of the High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- CLOSING DATE** : 07 July 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will

result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office of the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the following posts that were advertised on Public Service Vacancy Circular 19 dated 02 June 2023 with a closing date of 19 June 2023 have been withdrawn: Administration Clerk: Asset Ref No: 2023/228/OCJ (X2 Posts), Telecom Operator Ref No: 2023/225/OCJ, and Senior Administrative Officer: Judicial Remuneration and Conditions of Service Ref No: 2023/218/OCJ. Apologies for any inconvenience caused.

OTHER POSTS

POST 21/89 : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2023/232/OCJ**
Re- Advertisement (Candidates who previously applied are encouraged to re-apply)

SALARY : R811 560 - R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS :
Matric certificate and a 3 year National Diploma/Degree in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification. Minimum of five (5) years' experience in IT Systems Security and ICT Governance environment of which 3 years' experience must be at an Assistant Director/Middle management. A valid driver's licence. IT Security Policy Development and administration. Working knowledge and experience with ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Knowledge of Public Service Regulations. Knowledge of IT Governance including Information Security Governance. Vulnerability Management. Project Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understand Risk Management. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.

DUTIES : ICT Risk Management Programme. Develop, Coordinate and Monitor the Information Security and Cybersecurity Programme; i.e. ensure implementation of the Information Security and Cybersecurity Program, continuous monitoring and review the Information Security management program. Vulnerability management. Develop ICT Security Policy and Procedures. Monitor implementation of Policy and Procedures. Implement effective information security awareness program. Plan and Implement IT Security skills programme for users and ICT personnel. Ensure that information security is integrated to all stages of the systems development life cycle. Ensure physical security measures for all IT Assets. Monitor the IT infrastructure for security related events. Develop and maintain ICT continuity Plans. Coordinate the implementation and maintenance of Disaster Recovery Plans; i.e DR testing etc. Champion and educate the organization about the latest security strategies and technologies. Schedule and manage all periodic security audits. Coordinate the action plans to address internal and external audit findings. Oversee the ICT project management office and provide leadership to the team. Coordinate technical controls defined within the Information Security Management Framework or program. Develop weekly,

- monthly and quarterly plans and reports for the Information Security environment.
- ENQUIRIES** : Technical enquiries: Ms N Nengovhela Tel No: (010) 493 2500
HR related enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 21/90** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2023/233/OCJ**
- SALARY** : R811 560 - R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and a 3 year National Diploma/Degree in Strategic Management or Public Administration/Management (or equivalent relevant qualification at NQF level 6 with 360 credits) as recognised by SAQA. A post graduate qualification will be an added advantage. A minimum of 3 - 5 years' experience in a Middle Management level within strategic planning and/or reporting. A valid driver's licence
: Technical knowledge and Competencies: Knowledge of relevant legislation and understanding of Government planning processes. Behavioural competencies: Strategic capability and leadership skills, analytical thinking skills, problem solving and decision making skills, innovative and creative, people management, development and empowerment skills, financial management and budgeting skills, communication (verbal and written) skills, presentation and facilitation skills, client orientation and customer focus, results-driven, computer literacy.
- DUTIES** : Facilitate and coordinate the development of the Department Strategic plans and annual performance plans. Ensure alignment between Strategic plan, annual performance and programme's operational plans. Facilitate approval and tabling of strategic plans and annual performance to Parliament within set timeframes. Oversee the implementation of the Strategic planning processes and workshops. Advise on the alignment of Manager's performance agreements with the Strategic plans and annual performance plans. Develop and implement a Departmental Strategic planning policy.
- ENQUIRIES** : Technical related enquiries: Ms. L Legoete Tel No: 010) 493 2500
HR related enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2527
- POST 21/91** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2023/235/OCJ**
Re- Advertisement (Candidates who previously applied are encouraged to re-apply)
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria Judicial Remuneration and Conditions of Service
: Matric certificate and a 3 year National Diploma/Degree in Public Administration/ Management equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in administration. Knowledge of the PERSAL System.
- DUTIES** : Facilitate the appointments of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge Judges and surviving spouses of Judges. E-Judiciary Solution for Judges. Compilation of statistics and reporting, Managing Staff and comply with HR policies.
- ENQUIRIES** : Technical Related Enquiries Ms Cloudine Schubart Tel No: (012) 357 8096
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 21/92** : **SENIOR COURT INTERPRETER REF NO: 2023/236/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Durban
: Matric Certificate and a 3 year National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) year's practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, IsiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's license will be

an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written language proficiency testing. Skills and Competencies: Excellent communication skills (Written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills, Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.

DUTIES : Render interpreting services in criminal court, civil court, labour and Quadi-judicial proceedings. Rendering interpreting service during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical Related Enquiries: Tel No: Mrs K Marais at (087) 106 1780
HR Related Enquiries: Tel No: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 21/93 : **REGISTRAR REF NO: 2023/234/OCJ**

SALARY : R293 847 – R1 005 801 per annum. (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Western Cape Division of The High Court
: An LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Driver's license. **MR3** - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4** - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5** - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organising and decision making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrar's Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation.

ENQUIRIES : HR/Technical related enquiries Ms M Baker Tel No: (021) 469 4032

POST 21/94 : **ADMINISTRATION CLERK REF NO: 2023/237/OCJ**

SALARY : R202 233 – R235 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria Judicial Remuneration and Conditions of Service
: Matric certificate. The following will serve as an added advantage: National Diploma in Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA, a Minimum of one (1) year experience in administration. Knowledge of PERSAL System. The Directorate Judicial Remuneration and Conditions of Service performs the following functions: Facilitate the appointment of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge

- Judges and surviving spouses of Judges. Compilation of monthly statistics and reporting.
- DUTIES** : Facilitate the appointment on PERSAL of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge Judges and surviving spouses of Judges. E-Judiciary Solution for Judges. Compilation of statistics and reporting, Managing Staff and comply with HR policies.
- ENQUIRIES** : Technical Related Enquiries: Ms Cloudine Schubart Tel No: 012-357 8096
HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2527
- POST 21/95** : **ADMINISTRATION CLERK: ASSETS REF NO: 2023/238/OCJ (X2 POSTS)**
Re- Advertisement Candidates who previously applied are encouraged to re-apply)
- SALARY** : R202 233 – R235 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court
: Matric certificate or Equivalent qualification. Relevant experience in Provisioning Administration/ Supply Chain Management will serve as an added advantage. A valid drivers licence will serve as an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Demonstrate a sound understanding of the PFMA, Treasury Regulations, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulations. Good interpersonal skills, good public relations skills. Ability to work under pressure and to solve problems. Customer service. Document management.
- DUTIES** : Keep and update all records on the asset register, Bar code all newly acquired assets, Conduct quarterly assets and ensure that assets in the register matches the condition of its existence, Identify Assets for disposal and facilitate the transfer thereof, Assist with the reconciliation of JYP and BAS assets register, Update records of leases on assets and maintain copies for audit purposes, Follow up on losses reported to Legal Liability and update asset requests according to asset status, Update of inventory list and assets register, compile daily, weekly and monthly statistics, Handle external and internal enquiries and assist with general office duties, Assist with the readiness for disposal committee approval. Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.
- ENQUIRIES** : HR/Technical Related Enquiries Ms M Baker Tel No: (021) 469 4032
- POST 21/96** : **REGISTRAR'S CLERK REF NO: 2022/239/OCJ**
- SALARY** : R202 233 – R235 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Cape Town
: Matric certificate. A Minimum of one year relevant experience and Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Customer service skills orientated.
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper administration of all appeal and petition processes. Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Perform general administrative duties.
- ENQUIRIES** : HR/Technical related enquiries Ms M Baker Tel No: (021) 469 4032

- POST 21/97** : **TELECOM OPERATOR REF NO: 2023/240/OCJ**
Re- Advertisement (Candidates who previously applied are encouraged to re-apply)
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
: Matric certificate. Basic Computer Certificate will serve as an advantage. 1 year experience in administration will be an added advantage. Generic competencies: Problem solving, organizing, client orientation, conflict management skills and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Sound Telephone Etiquette. Applicant must have initiatives skills and be flexible. Technical competencies: Knowledge of Office of the Chief Justice Legislation and operations will be an advantage. People with disability are encouraged to apply.
- DUTIES** : Provide a switchboard service to all clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Updated with daily activities and Office of the Chief Justice Policy and procedures to respond to the clients. Update, maintain accurate contacts and information list of services, departments, staff members and application requirements. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails. Assist with any telephone related duties required by management. Provide highest level of prompt and friendly response related to switchboard queries. Facilitate courier services.
- ENQUIRIES** : Technical Related Enquiries: Mr. M Ngonyama Tel No: (011) 359 7590
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 21/98** : **TELECOM OPERATOR REF NO: 2023/241/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Gqeberha
: Matric certificate. Basic Computer Certificate will serve as an advantage. 1 year experience in administration will be an added advantage. Generic competencies: Problem solving, organizing, client orientation, conflict management skills and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Sound Telephone Etiquette. Applicant must have initiatives skills and be flexible. Technical competencies: Knowledge of Office of the Chief Justice Legislation and operations will be an advantage. People with disability are encouraged to apply.
- DUTIES** : Provide a switchboard service to all clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Updated with daily activities and Office of the Chief Justice Policy and procedures to respond to the clients. Update, maintain accurate contacts and information list of services, departments, staff members and application requirements. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails. Assist with any telephone related duties required by management. Provide highest level of prompt and friendly response related to switchboard queries. Facilitate courier services.
- ENQUIRIES NOTE** : HR/Technical Related Enquiries Mr. S Mponzo Tel No: (043) 726 5217
: People with disabilities are encouraged to apply.
- POST 21/99** : **LIBRARY ASSISTANT REF NO: 2023/242/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of The High Court: Mbombela
: Matric Certificate. Skills and Competencies: Good written and oral communication skills. Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft Office). Creative and Analytical thinking. Problem Solving. Good Interpersonal relations. Customer Oriented. Decision making skills. Ability to work under pressure.

DUTIES

: Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Responsible for the sub-libraries outside the court. Assist with running and maintenance of the library including the physical structure. Arrange for the binding of loose-leaf publications. Processing of standing orders. Carry boxes on delivery of books to Judges Chambers. Assist with compiling of reports on library matters.

ENQUIRIES

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

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via email to dticapplications@tianaconsulting.co.za, OR posted to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017. (NB: The post name must appear in the subject line of the e-mail OR on the envelope); Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria
- CLOSING DATE** : 10 July 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. the dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s).
ERRATUM: Assistant Director: Manufacturing Industries (ISID-040) and Trade and Industry Advisor: Manufacturing Industries (ISID -042). Kindly note the above-mentioned positions were advertised in the Public Service Circular 19 dated 26 May 2023, with an incorrect sector "Recruitment of local and foreign investment into the Services Industries". The sector has been corrected to "Recruitment of local and foreign investment into the Manufacturing Industries". Candidates who have already applied need not to re-apply. Closing date for these positions has been extended to 10 July 2023.

OTHER POSTS

- POST 21/100** : **INVESTIGATOR REF NO: ISID-081/083 (X2 POSTS)**
 Overview: To conduct investigations, search & seizure, raids and execute enforcement orders to ensure compliance with B-BBEE Act.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), all-inclusive remuneration package
 : Pretoria
 : Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science/ Economic Science / Law. 3 - 5 year's relevant managerial experience in conducting investigations, raids, search & seizure. Skills/Knowledge: Skills required: Analytical; verbal & written communication; time management; conflict management; investigative, presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations, B-BBEE Act; Inspections & Investigations will be an added advantage.
- DUTIES** : Conduct investigation and effect enforcements: Recommend cases for investigation; Conduct pro-active and reactive investigations; Plan and execute search and seizure; Plan and conduct raids; Provide evidence at public hearing; Ensure compliance with enforcement orders; Develop mechanism to conduct trend analysis on non-compliance and provide recommendations for management decision making; Report on all investigations; search & seizure operations and raids. Manage case records: Manage case files of cases investigated and new cases; Maintain security and care of case files; Ensure safety, care and records of evidence collected; Provide quarterly reports on investigation and new cases trends; Make recommendations for initiation of investigations. Recommend referrals to other regulatory / law enforcement institutions: Assess cases for referral to other regulatory / law enforcement institutions; Recommend referral to other regulatory / law enforcement institutions; Comply with referral processes and procedures for prosecution; Recommend prosecution, where necessary. Provide support at public hearings: Manage the scheduling and logistical arrangement to hold public hearings; Manage and attend public hearings; Provide reports and evidence files for tabling at public hearings; Present evidence at public hearings. Manage

- the resources of the sub-division: Manage the human resources of the sub division; Account for allocated assets; Provide inputs in to the strategic planning of the unit and execution of the operational plan.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1809/1835
- POST 21/101** : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: IFB-300**
 Overview: To manage and promote the accessibility of the dtic offerings through the strategic use of provincial partners and focused customer care in the specific province.
 Please note that, this is a re-advertisement to rectify the location of the post. Candidates who have already applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), all-inclusive remuneration package
 : Port Elizabeth
 : Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science/ Economic Science / Law. 3 - 5 year's relevant managerial experience in conducting investigations, raids, search & seizure. Skills/Knowledge: A three – year National Diploma / B Degree in Economics / Commerce / Business Administration / Business Management. 3 – 5 years' relevant managerial experience in an economic environment. Skills/Knowledge: Experience in incentive programmes. Experience in the development of communication and marketing strategies. Experience in evaluating business plans and conducting viability financial studies. Experience in report writing, conducting research, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills, interpersonal skills, planning and organising skills and time management skills. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.
- DUTIES** : Disseminate Information on Incentive Schemes: Distribute print material to stakeholders. Respond to electronic request for incentive information. Facilitate Website updates. Communication Strategies: Develop and revise communication strategies (Incentive specific, generic, project based regional) as per Business Plan. Implement communication strategies with Regional and Programme Managers. Communication and Marketing: Identify advertising and PR needs position (both mass and targeted communication) and facilitate these interventions. Profile success stories and the dtic empowered projects. Participate and expose trade shows and exhibitions. Event Coordination. Facilitate and manage production of information material and promotional items. Stakeholder Relations: Build and maintain relationship with both internal & external stakeholders. Capacitate stakeholders on the dtic offerings and participate at information offering session. Provide support in liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in identification of stakeholders needs. Create and maintain stakeholder's database. Supplier/ Service Provider Management: Liaise with and manage service provider for marketing needs. Follow proper procurement processes. Ensure coordination of all administrative aspects for the unit: Handle all enquiries and requests. Compile progress reports on a monthly basis on the projects with regards to time-lines and budgets. Establish and maintain an electronic database on progress reports.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1809/1835
- POST 21/102** : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: ODG - 165**
 Overview: To authorize creditor and interdepartmental claim payment transactions for processing, after verifying in accordance with policy directives. Review transactions on relevant ledger accounts, and prepare monthly reconciliations on the same.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08), commencing salary package
 : Pretoria
 : A three-year National Diploma / Bachelor's Degree in Financial Management / Accounting or related financial field. 1-2 years' relevant experience in Financial Management of which 1 year in Expenditure and Revenue environment.

Skills/Knowledge: Experience in processing financial transactions. In-depth understanding of financial systems and associated software used for transaction processing and payment authorization. Sound knowledge and understanding of financial systems. Familiarity with payment processes, such as invoice payment and interdepartmental claims. Strong knowledge of accounting ledgers and ability to perform monthly reconciliations. Good interpersonal skills and customer service excellence. Clear and effective communication skills, both verbal and written. Ability to communicate complex financial information in a concise and understandable manner. Ability to work effectively in a team-oriented environment and foster positive working relationships. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Knowledge of financial and administrative processes. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the practices and regulations applicable to financial and administrative support services. Strong sense of urgency and ability to work under pressure. High level of confidentiality and integrity. Ability to work in a co-ordinated team. Computer Literacy (MS Office Package)

DUTIES

: Verify accuracy and completeness of transactions captured on the financial system or associated systems. Process authorized transactions on the relevant system, including payment of invoices and interdepartmental claims. Verify correctness and timeliness of processed transactions and ensure proper filing. Review relevant accounting ledgers and perform monthly reconciliations. Identify exceptions, rejected transactions, and uncleared balances in ledger accounts. Conduct ledger reconciliations according to the prescribed frequency, such as monthly. Follow up and clear balances on ledger accounts on a monthly basis or as required. Supervise and monitor the performance of clerks, ensuring productivity, task execution, and adherence to policy directives and controls. Maintain and submit performance statistics on operational activities, both for oneself and subordinates. Ensure adherence to process turnaround times and timely completion of tasks by oneself and subordinates. Assist with administrative tasks such as submitting inputs for performance management and leave management.

ENQUIRIES

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

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 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** : 14 July 2023
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), 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 submit the requested documents/information will result in your application not being considered. 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. 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. Furthermore, these posts are being re-advertised and candidates who applied previously must re-apply if they're still interested in the posts.
- ERRATUM:** Chief Director: Maritime Infrastructure and Industry Development with Ref: No: DOT/HRM/2022/16. The following note applies to the above-mentioned post advertised in the Public Service Vacancy Circular 18 dated 26 May 2023. Please note that the post has been withdrawn. We apologize for any inconvenience caused.

OTHER POSTS

- POST 21/103** : **ASSISTANT DIRECTOR: SUBSIDY MANAGEMENT REF NO: DOT/HRM/2023/38**
(Branch: Public Transport)
(Chief Directorate: Public Transport Industry Development)
(Directorate: Contract and Subsidy Management)
(Sub-Directorate: Subsidy Management)
This is a re-advertisement, candidates who previously applied are encourage to re-apply
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Pretoria (Head Office)
: An appropriate three-year tertiary qualification at NQF level 6 in Transport Management/Transport Planning/Transport Economics with at least 3 years relevant experience at a supervisory level. Must meet the Department of Public Service and Administration (DPSA) requirements and directives applicable for Assistant Director Positions. NOTE: The following will serve as a strong recommendation: Good knowledge and experience of the public transport sector with specific focus on subsidized bus contracting. Sound knowledge of the National Land Transport Act, Public Finance Management and Division of Revenue Act, good interpersonal and people management skills, good

- communication skills, good computer and project management skills as well as analytical and problem-solving skills.
- DUTIES** : Assist with the management of the Public Transport Operations Grant budget in terms of the Division of Revenue Act (DORA) and Public Finance Management Act (PFMA), assist with the implementation of Public Transport Strategy and development of high quality integrated rapid public transport network system, assist in the development and maintenance of contract and subsidy management systems to ensure compliance by provinces. assist with the development and implementation of Public Transport Subsidy Policy and Funding Model. assist with the collation and analysis of Public Transport Operations Grant (PTOG) operational and financial data, assist with setting up of structures for the implementation of gross cost based subsidised services, assist in co-ordinating engagements between different spheres of government for the integration of public transport services, assist with compilation of reports and general office administration.
- ENQUIRIES NOTE** : Ms Natlo Makgolo Tel No: (012) 309 3680
: 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.
- POST 21/104** : **SECURITY OFFICERS REF NO: DOT/HRM/2023/39 (X2 POSTS)**
(Branch: Administration (Chief Operating Officer)
(Chief Directorate: Corporate Management)
(Directorate: Security Services)
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: National Senior Certificate / Grade 12. Grade 'C' PSIRA accredited certificate. National Certificate in security management will be added advantage. One (1) year experience within security industry. Knowledge and skills: Knowledge of Control of Access to Public Premises and Vehicle Act and other relevant legislations; Computer literacy will be added advantage; Good planning, organizing and coordinating skills; Good communication and interpersonal skills; Ability to work under pressure. NB: This is a shift work position and applicants must be prepared to work shifts as per operational requirements of the employer.
- DUTIES** : The incumbent will be responsible for: Rendering access control services which entails: issuing of access cards, ensuring that visitors are escorted while in the building, subjecting employees and visitors and their luggage to electronic search through metal detectors and x-ray machines; Provide statistical reports with regard to access control activities; Provide effective control room operations and electronic security system monitoring, monitor all security electronic security systems at control room, Check for the operation of all electronic systems during one's shifts; Dispatch patrolling security officers to respond to detected security breaches and irregularities; Record all security breaches detected and actions initiated. Provide general guarding and patrolling security services; Conduct inspections inside and outside the building and record all security breaches and irregularities discovered; Conduct office inspections to check compliance with office security; Remove all vulnerable assets abandoned in risky areas and safely keep them in safe custody. Monitor, report and investigate security breaches; Report all security breaches; Monitor, record and investigate all incidents; Provide assistance during events.
- ENQUIRIES NOTE** : Mr. S Dube Tel No: (012) 309 3882
: 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 : 07 July 2023

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

OTHER POSTS

POST 21/105 : **SCIENTIST MANAGER GRADE A REF NO: 070723/01**
Branch: Water Resource Management

SALARY : R990 747 per annum, (all-inclusive OSD salary package)

CENTRE : Head Office Pretoria

REQUIREMENTS : An MSc Degree in the following fields: Hydrology / Geohydrology/ Environmental Sciences or relevant science qualification. Six (6) years post BSc Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid driver's license. A thorough understanding on the development of tools, systems, and methodologies for the management of hydrological extremes and risks to support decisions making on the management of floods and drought. Experience of scientist methodologies and models including expert knowledge in geographical Information Systems (GIS). Knowledge of programme and project management. Understanding of research and development. Computer-added scientist applications. Technical report writing. Creation of high-performance culture. People management, customer focus and responsiveness. Excellent communication skills both (verbal and written). Sound administrative skills and a demonstrated commitment to service delivery. Proficiency in English language: speaking, writing, and public address.

DUTIES : Review, evaluate and test international best practices for application in the management of hydrological extremes and risks in South Africa. Undertake hydrological extremes assessment studies to determine their characteristics, prevalence, threats, and vulnerabilities in South Africa. Contribute towards the

enhancement of the resilience of communities to water-related disasters by supporting provincial offices disaster management forums and outreach programmes. Maintaining the scientific knowledge base for managing extreme hydrological events (floods, droughts and other water related disasters). Provide specialist scientific and technical support to water sector programmes related to floods and droughts. Provision of strategic leadership and management of sub-directorates within the Directorate, including financial and human resources.

ENQUIRIES : Mr. Z Maswuma Tel No: (012) 336 8784
APPLICATIONS : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment and Selection unit

POST 21/106 : **CHIEF DEVELOPMENT EXPERT REF NO: 070723/02 (X2 POSTS)**
 Branch: Regulations, Compliance and Enforcement
 DIR: Raw Water Pricing Regulation
 SD: Financial Economist and Financial Analyst (Bulk)

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office Pretoria
REQUIREMENTS : A National Diploma or Degree in Financial Management / Financial Accounting / Economics. Three (3) to five (5) years' work experience in the water sector. Knowledge and understanding of water sector legislation, policies, practices, and procedures. Practical knowledge of financial models. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury regulations, GRAP guidelines and policies. Knowledge of accounting practice. Problem solving and analysis. Good people management, empowerment and change management interventions. Knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethical conduct.

DUTIES : Ensure that tariffs are determined in accordance with best practices and current economic trends. Provide analysis of interrelationship between economic and financial variables. Coordinate the establishment of tariffs table changes. Monitor the implementation of S10 norms and standards for tariff setting. Analyse and evaluate bulk water tariff determination proposals and make recommendations for Minister's approval. Analyse and evaluate the water boards corporate plans. Conduct benchmarking exercise to develop suitable industry norms for the current economic situations. Review the practicality of existing bulk water services provision contracts and compliance to the relevant regulations of the Water services act (WSA). Conduct research on developing norms and standards with other competitive water services institutions. Compile quarterly and monthly reports.

ENQUIRIES : Ms S Moshidi Tel No: (012) 336 6614
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, Corner Visagie, and Bosman.

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 21/107 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 070723/03**
 Branch: Provincial Coordination and International Cooperation: Eastern Cape
 SD: Water Resources Support-Hydrological Services

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

(verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

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

ENQUIRIES : Mr. KV Moganedi Tel No: (048) 801 1308
APPLICATIONS : Eastern Cape (King William's Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

FOR ATTENTION : Mr. MK Noah Tel No: (043) 604 5323

POST 21/108 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 070723/04 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
SD: (Civil)

SALARY : R449 275 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Civil Engineering or relevant Engineering qualification. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Civil Engineering Technician. The disclosure of a valid driver's license. Experience in technical design and analysis. Knowledge of project management. Extensive computer-aided engineering application (CAD) experience. Knowledge of technical report writing, and technical consulting. Problem solving and analysis. Good communication skills both (verbal and written).

DUTIES : Manage technical services and support in a design drawing office environment. Promote safety in line with statutory and regulatory requirements. Evaluate technical manuals, drawings, and procedures. Ensure quality of technical designs with specifications and authorize/make recommendations for approval. Manage administrative and related functions, and compile and submit reports as required. Provide guidance and mentorship for Graduate trainees and candidate technicians.

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

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 21/109 : **ASSISTANT TECHNICAL OFFICER REF NO: 070723/05**
Branch: Infrastructure Management: Head Office
SD: Open Channel Systems: Hydraulic Laboratory
(Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY : R202 233 per annum (Level 05)

- CENTRE** : Head Office Pretoria West
- REQUIREMENTS** : A Senior / Grade 12 certificate with Mathematics / Mathematic Literacy as a passed subject. Computer literacy. Basic knowledge in handling one of the following: carpentry, mechanical, construction workshop tools and machines. Basic understanding of government legislations, Occupational Health, and Safety Act. Ability to solve problems. Good communication skills both (verbal and written). Good organizational skills. Willing to acquire new skills.
- DUTIES** : Transport building material within the laboratory. Provide a support service to artisans, technicians, and engineers in building and testing model dams. General workmanship to mix mortar. Assist in carpentry and mechanical workshop. Responsible for general cleaning and maintenance of the laboratory. Assis in demolishing tested model dams. Complete production monthly report. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.
- ENQUIRIES** : Mr. J Matlala Tel No: (012) 318 0520
- APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Applicants are encouraged to apply via the e-recruitment system only. However, applications can be forwarded via one of the following options: Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> or Hand Delivery: Room 4-19, HR Fourth Floor, Department of Community Safety Corner Independence Avenue and Circular Drive, Bhisho. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: e-recruitment-bhisho@safetyec.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: e-recruitment-bhisho@safetyec.gov.za and not as specified, your application will be regarded as lost and will not be considered.
- FOR ATTENTION** : Ms B. Mndindwa/L. Mazwi at Tel No: 079 284 6709
- CLOSING DATE** : 07 July 2023
- NOTE** : Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

OTHER POST

- POST 21/110** : **SENIOR ADMIN OFFICER: SCM - ASSET MANAGEMENT REF NO: DOCS 01/06/2023**
- SALARY** : R359 517 – R420 402 per annum (Level 08)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate and appropriate Bachelor's Degree / National Diploma (NQF Level 6/7) as recognised by SAQA in Supply Chain Management/ Finance/ Commerce / Public Management / Logistics / Financial Management Systems / Internal Audit. Postgraduate Degree will be an added advantage. A minimum of 2-3 years' working experience in Supply Chain Management/ Procurement. Competence: Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Teamwork. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract A valid Driver's license is essential. A minimum of three years' experience in asset management or related field. Knowledge of PFMA, Treasury Regulations, Experience in BAS and LOGIS. Computer literacy,

DUTIES

Planning and Organising skills. Conflict Management skills. A valid driver's license.

: Administer Asset Register. Monitor compliance and compilation of the Asset Register according to departmental policies, procedures, and relevant prescripts. Ensure newly acquired assets are accounted for and the Asset Register is updated accordingly. Ensure that issuance, movements, return and transfer of assets are updated in the Asset Register. Administer asset losses. Administer verification of assets. Coordinated asset verification and asset spot checks. Reconcile the number of assets verified against the Asset Register and produce verification report. Ensure that reconciliation between the Asset Register and General Ledger is performed monthly and compile journals. Prepare Interim / Annual Financial Statements quarterly and annually. Facilitate the identification of items for disposals, disposal execution and generating relevant management reports. Serve as the Secretariat of the Disposal Committee which includes making submissions to the Head of Department on disposal recommendations. Manage asset life cycle of all departmental assets. Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with delegations and directives, Review Specifications and Terms of Reference received, Verify quotations batch for correctness, Perform Bid Administration functions including compiling of bid documents, advertising of bids, organising briefing sessions, administer opening of bid box, accurate recording of bids received and render secretariat services to the Bid Committees Maintain electronic and manual filing of bid documents, Maintain a requisitions, Purchase Orders and Bid Registers, Implement effective utilisation of Central Supplier Database, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Prepare management information and statistics and report as required, Monitor and follow up on outstanding requests and documents, Supervise and develop subordinates. the submission of quarterly and annual reports.

ENQUIRIES

: Ms B. Mndindwa/L. Mazwi at Tel No: 079 284 6709
For E-Recruitment Enquiries email to : e-recruitmen-bhishot@safetyec.gov.za

DEPARTMENT OF HEALTH

APPLICATIONS

: 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.gov.za (NB: For Technical Glitches Only –Do Not Send 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. Additional Note: Applicants who will be applying for the Principal of Nursing College post must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/> Applications directed to the addresses as indicated below or Hand Delivery as indicated below: **Canzibe Hospital- Post:** Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni,5140 or Hand Deliver, Canzibe hospital, Ngqeleni 5140. Enquiries: Ms Solwandle, Tel: 047 568 8291/2/3

Nelson Mandela Metro Forensic Pathology Services – Post and Hand deliver to Forensic Pathology Services Norwood Street PE Provincial Hospital (Maternity side) Mount Croix Port Elizabeth 6065. Enquiries: Mr J Jenniker Tel No: 041 373 1525

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

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr. S Mahlangeni –Tel No: 039 253 7262.

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr. Bango– Tel no: 039 251 3009.

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms. O.N Sotsako- Tel No: 047 553 6007/8/9.

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

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Jaceni Tel no 043 708 1700

Queenstown Forensic Pathology Services - Post to: Human Resource Office, Forensic Pathology Services P O Box 1022, Queenstown 5320 or Hand deliver to CSSD Building, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: M Mathiso Tel no 045 858 8112

Marjorie Parrish TB Hospital - Post to: The Human Resource Office, Marjorie Parrish Hospital, P/ Bag X154, Port Alfred, 6170. Or Hand deliver at: Human Resource Office, Morjorie Parrish Hospital, Port Alfred. Enquiries: Mr. X Ndlebe Tel: 046 624 5306.

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr.Praim Tel no 0397976070

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.

Aberdeen Hospital - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880, Enquiries: Ms. Danseur Tel no: 048 881 2123.

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12.

Mhlontlo Sub District - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms. Ntlabi -047 553 0585.

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.

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

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 8071110/110

Elizabeth Donkin Hospital- Post: HR Office Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or Hand deliver: HR Office, I La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth,6001 Enquiries: Mr. E Felkers, Tel; 041 585 2323

St Elizabeth Regional Hospital- Post: Human Resource Office, St Elizabeth Regional Hospital, Private Bag X 1007, Lusikisiki, 4820. Enquiries: Mrs T Duntsula – Tel no: 039 253 5012.

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

Nelson Mandela Metro Office - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164

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

Sakhisizwe Sub-District - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel no 047-8770931.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Mr A Sontamo Tel no: 047 878 2800.

Lukhanji Sub-District - Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms M Tweni Tel no 045 807 8908

Indwe Hospital - Post to: Human Resource Office, Indwe Hospital P.O. Box 5 Indwe 5445: Enquiries: Mr Gouws Tel no. 045 952 1030

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.

Lilitha Nursing College - 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 043 700 9717/26.

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.

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

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

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 X Nazo Tel no 046 602 2300.

Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> OR:

Bhisho, Head Office – Post to: Recruitment & Selection Directorate, Private Bag X0038, Bhisho, 5605 or hand deliver: Office D53, 1st Floor, UIF Building, Bhisho, 5605. Enquiries: Ms S Ndlabhu Tel no: 040 608 1602/5/6/10

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 X 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 M Plaattjies – Tel no: 042 243 1313

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

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

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: 047 573 8936/073 200 0217.

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

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Y Makala Tel no 043 7612131.

Elizabeth Donkin Psychiatric Hospital – Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr E Felkers Tel no 041 585 2323

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mrs T Duntsula – Tel no: 039 253 5012

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr. J.S Ndzinde – Tel no: 051 633 9631.

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr.Praim Tel no 0397976070

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

St Patricks Hospital - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni; Tel No. 039 251 0236.

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

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital No 1 Hospital Street Stutterheim 4930 Enquiries: Ms P Booï Tel no 043 683 1313.SS

Canzibe Hospital - Post to Human Resource Office CanzibeHospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office,Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel: 047568 8291/2/3

Mount Aliff- Post to: P/Bag X504, Mt Ayliff Hospital, 4735 or hand delivery to: No.8 Ntsizwa Street Mount Ayliff 4735 Enquires: Mrs.O Mjoka Tel: 039 254 0236

Nelson Mandela Metro Office - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041391 8164.

St Lucys Hospital - Post to: Human Resource Office, St Lucy'sHospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel no 047 532 6259.

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 U Malawana Tel no 040 841 0133

Tower Psychiatric Hospital - Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Enquiries: Mrs. V Whitecross Tel no 046 645 5008

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12.

SS Gida Hospital - Post to; HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keiskammahoek, 5670. Enquiries: Tel no 040 658 0043.

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

Taylor Bequest Hospital (Matatiele) - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr. Kholiso Tel no 039 737 3107

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr. EF Madaka Enquiries Tel: 039 255 0077.

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.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel: 047 401 9000.

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms N Somlota–Tel no 047 874 0111.

Khotsong TB Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata 039 737 3801.

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.

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.

Cala Hospital - Post to: Human Resource Office, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms S Ziselo – Tel no: 047 874 8000.

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel no: 045 932 1028.

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr. Bango– Tel no: 039 251 3009.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Tel 047 502 9000.

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 N Mthitshana Tel no: 043 709 2487/2532.

Uitenhage Provincial Hospital - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levyvale, Uitenhage 6229. Enquiries: Mr. P Oosthuizen Tel no: 041 995 1129

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

Frontier Regional Hospital- Post: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Deliver: HR Office Frontier Hospital, Enquiries: Ms P Marongo, Tel: 045 808 4272

Dordrecht Hospital - Post to: Human Resource Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms LJ Parkies Tel no. 045 943 1195.

Cala Hospital - Post to: Human Resource Office, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Mr S Ziselo – Tel no: 047 874 8000

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms N Somlota –Tel no 047 874 0111.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Mr A Sontamo Tel no: 047 878 2800.

Molteno Hospital - Post to: Human Resource Office, MoltenoHospital, Stuart Street, Molteno 5880. Enquiries: Dr A Tongo Tel no 045 967 0089

Bambisana Hospital: P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr. S Mahlangeni –Tel No: 039 253 7262.

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: Mr S Tshabalala Tel no 045 8071110/1101.

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

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Jansenville Hospital - Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Hand delivery: HR Office, Elundini LSA Police Street, Mount Fletcher. Enquiries: Tel no: 039 257 0099

Mthatha Pharmaceutical Depot – Post to: HR Office, Mthatha Pharmaceutical Depot, Private Bag x5213, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel no 047 531 1076/047 532 2779.

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.

Lilitha Nursing College - Post to: Human Resource Section, Lilitha Nursing College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha Nursing College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Tel no 043 708 1700

Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms B Mbutye – Tel no 039 252 2026/8

Applications should be directed to the addresses as indicated below or Hand Delivery as indicated below: **Nelson Mandela Metro Forensic Pathology Services** – Post and Hand deliver to Forensic Pathology Services Norwood Street PE Provincial Hospital (Maternity side) Mount Croix Port Elizabeth 6065. Enquiries: Mr J Jenniker Tel No: 041 373 1525

CLOSING DATE
NOTE

: 07 July 2023
: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to

the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 21/111 : **FAMILY PHYSICIAN (DCST) REF NO: ECHEALTH/DCST-FAM-PHY/AFDO/APL/01/06/2023**

SALARY : R1887 363 – R2 001 927 per annum (OSD), an- all-inclusive package
CENTRE : Alfred Nzo, District Office

REQUIREMENTS : Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician Plus at least 5 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. A valid driver's licence.

DUTIES : Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management

structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Mr Praim Tel No: (039) 7976070

POST 21/112 : **PRINCIPAL OF NURSING COLLEGE (PN-D6) REF NO: ECHEALTH/PNC-PND6/LILTH/APL/01/06/2023**

This is a re-advertisement, those who had previously applied are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13), an all-Inclusive package
 : Lilitha Nursing College, East London College Central Office
 : 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 registration as a Professional Nurse with the SANC in General Nursing. At least 9 years of the period referred to must be appropriate/ recognizable experience in Nursing Education after obtaining the post basic qualification. 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

NOTE : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

- POST 21/1113** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/CH/APL/01/06/2023**
- SALARY** : R1 288 095 – R1 427 352 per annum (OSD), an- all-inclusive package
CENTRE : OR Tambo, Canzibe Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of 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** : Ms Solwandle Tel No: (047) 568 8291/2/3
- POST 21/115** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/CMH/APL/01/06/2023**
- SALARY** : R1 288 095 – R1 427 352 per annum (OSD) An- all-inclusive package
CENTRE : Buffalo City Metro, Cecilia Makhiwane Regional Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of 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** : Ms N. Matshaya Tel no 043 708 2121
- POST 21/116** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/QFPS/APL/01/06/2023**
- SALARY** : R1 288 095 – R1 427 352 per annum (OSD) An- all-inclusive package
CENTRE : OR Tambo, Queenstown Forensic Pathology Services
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of 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 : Ms M Mathiso Tel no 045 858 8112

POST 21/117 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/NKH/APL/01/06/2023**

SALARY : R1 288 095 – R 1 427 352 per annum (OSD) An- all-inclusive package
CENTRE : OR Tambo, Nessie Knight Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of 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 : Ms O.N Sotsako Tel: 047 553 6007/8/9

POST 21/118 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/FEPH/APL/01/06/2023**

SALARY : R1 288 095 – R1 427 352 per annum (OSD) An- all-inclusive package
CENTRE : Sarah Baartman, Fort England Psychiatric Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of 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 : Ms X Nazo Tel no 046 602 2300

POST 21/119 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/MPTBH/APL/01/06/2023**

SALARY : R1 288 095 – R1 427 352 per annum (OSD) An- all-inclusive package
CENTRE : Sarah baartman District, Majorie Parrish TB Hospital

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of 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. X Ndlebe, Tel: 046 624 5306.
- POST 21/120** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/CH/APL/01/06/2023**
- SALARY** : R1 288 095 – R1 427 352 per annum (OSD) An- all-inclusive package
- CENTRE** : Chris Hani, Cradock Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of 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** : Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits. (manage the hospital)
- ENQUIRIES** : Ms Danster Tel no: 048 881 2123.

POST 21/121 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/INDH/APL/01/06/2023**
Re-advertisement, applicant who had previously applied are encouraged to apply again.

SALARY : R1 288 095 – R 1 427 352 per annum (OSD) An- all-inclusive package
CENTRE : Chris Hani, Indwe Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and. 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 : Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits. (manage the hospital)

ENQUIRIES : Mr Gouws Tel no. 045 952 1030

POST 21/122 : **ACADEMIC REGISTRAR: PND5 REF NO:EC**
ECHEALTH/AR/LILITH/APL/01/06/2023

SALARY : R930 747- R1 045 731 per Annum (all-inclusive package)
CENTRE : Liliitha Nursing College, East London Central Office
REQUIREMENTS : Master's Degree in Nursing Science. Post Basic Qualification in Nursing Education and registration with SANC as a prerequisite. Five (5) years relevant experience in management. A minimum of 11 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Minimum of Seven (7) years' experience after obtaining the Nursing Education Qualification. Five (5) years' experience in processing and handling Examinations within an Institution of Higher Learning. High level of confidentiality, discipline and self-confidence and good interpersonal skills. Knowledge of Regulations, Policies and Acts guiding Training and Education of nurses and midwives. Knowledge of college academic processes. Computer literacy and a valid driver's licence.

DUTIES : To manage and control all aspects of college academic activities including examinations throughout Liliitha College - (Basic, Adv. Diplomas, Post Graduate Diplomas and Degrees Programmes). Manage and control student

records by maintaining a secure and stable examination system thereby ensuring the integrity of Lilitha College of Nursing Qualifications. Manage examinations office and student records. Advise the College Deputy & Principal on all academic aspects including pre and post registration with SANC. Ensure compliances to college policies regarding examinations and academic issues. Liaise with Universities and colleges on examination issues for quality assurance purposes. Oversee and liaise with academic staff and programme managers on all aspects of examinations. Plan, co-ordinate and manage the graduation and certification processes. Ensure effective collaboration with both internal and external partners.

ENQUIRIES : Ms P Mene 043 700 9717/26

POST 21/123 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/GGH/APL/01/06/2023

SALARY : R930 747 - R1 045 731 per annum (OSD)An all-inclusive package
CENTRE : Chris Hani, Glen Grey Hospital
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr A Sontamo Tel no: 047 878 2800.

POST 21/124 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/SH/APL/01/06/2023

SALARY : R930 747 - R1 045 731 per annum (OSD)An all-inclusive package
CENTRE : Sarah Baartman, Settlers Hospital
REQUIREMENTS : 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.

DUTIES : 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.
Ms. S Diva, Tel: 046 602 5046

ENQUIRIES

POST 21/125

DEPUTY MANAGER NURSING REF NO:
ECHEALTH/DMN/SH/APL/01/06/2023

SALARY
CENTRE
REQUIREMENTS

R930 747 - R1 045 731 per annum (OSD)An all-inclusive package
Nyandeni Sub-District, Canzibe CHS
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.

DUTIES

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.

ENQUIRIES

Mr L Phokolo Tel No: 047 555 2014/2029

POST 21/126

DEPUTY MANAGER NURSING REF NO:
ECHEALTH/NKH/NKH/APL/01/06/2023

SALARY
CENTRE
REQUIREMENTS

R930 747 - R1 045 731 per annum (OSD) An all-inclusive package
OR Tambo, Nessie Knight 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 problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES

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.

ENQUIRIES

Ms O.N Sotsako, Tel: 047 553 6007/8/9

POST 21/127 : **DEPUTY CAMPUS HEAD – PND4 REF NO: ECHEALTH/DCH/EL/LILT/APL/01/06/2023**

SALARY : R930 747 - R1 045 731 per annum(OSD)
CENTRE : Lilitha Nursing College, East London Campus
REQUIREMENTS : Master's Degree in Nursing Science, Degree/Diploma in Nursing Education and Management. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate / recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriated / recognizable experience in Nursing Education after obtaining the Nursing Education Post Basic Qualification. Advanced computer literacy and a valid driver's licence. Competencies: Knowledge of Public Service Administration Acts and Legislation such as Health Act, SAQA, NQF Nursing Act, Rules and Regulations, College Policies, PSR, Disciplinary Code and Procedures, Labour Relations Act, etc. Excellent communication, interpersonal and leadership skills., Report writing skills, Facilitation skills, liaison skills, presentation skills, management skills, Analytical skills, motivation skills, Research skills.

DUTIES : Manage implementations of clinical and theoretical academic content at Campus and sub-campus level. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor Community Based Education (CBE) and work-integrate learning (WIL) at campus and sub-campus. Facilitate effective and efficient implementation of College Policies in all disciplines. Oversee clinical allocation of learner's in the identified and approved clinical facilities for all the relevant disciplines. Monitor compliance to set standard as laid down by SANC, SAQA, CHE and DHET. Ensure continuous staff capacity building to promote academic excellent. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning.

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

POST 21/128 : **MEDICAL OFFICER: RADIOLOGY GRADE 1 REF: ECHEALTH/MO-RAD/DRH/APL/01/06/2023**

SALARY : Grade 1: R906 540 – R975 738 per annum, (OSD)
Grade 2: R1 034 373 - R1 129 116 per annum, (OSD)
Grade 3: R1 197 150 - R1 491 627 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : MBCHB Degree, Current registration with Health Profession Council of South Africa as an Independent Medical Practitioner. Completion of Community Service. Experience **Grade 1**: No experience required after completion of Community Service, Appointment to Grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in **Grade 2**: Five (5) years appropriate experiences a Medical Officer after registration with HPCSA, AS A Medical Practitioner, The appointment to Grade 2 requires a minimum of six years 960 relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 3** Ten (10) years appropriate experiences as a Medical Officer after registration with HPCSA AS A Medical Practitioner. The appointment to grade 3 requires a minimum of 11 years' relevant experience after registrations a medical Practitioner with recognised foreign Health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required I South Africa. Skills knowledge, Training and competency Required: Knowledge of Radiological Anatomy and Radiation physics and safety. Radiology related diploma, courses certificates or seminars will be an advantage. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning. Organising, leadership, decision making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals Post- registrar time Medical Officers will not be considered for this application.

- DUTIES** : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active academic role and an active role in radiology training and research. Participation in commuted overtime is compulsory
- ENQUIRIES** : Ms. B Bomela Tel No: 041 406 4421
- POST 21/129** : **DEPUTY DIRECTOR POLICY ANALYSIS AND RESEARCH REF NO. ECHEALTH/DD PAR/HO/APL/01/06/2023**
- SALARY CENTRE REQUIREMENTS** : R811 560 – R 952 485 per annum (Level 11)
: Bhisho
: National Senior Certificate. Undergraduate qualification (NQF level 7) in Public Administration/Public Management, Health Sciences, Social Sciences or any other relevant qualification with Policy Development as a major as recognized by SAQA coupled with Five (5) years' experience of which Three (3) years must be at the Assistant Director level. Appropriate knowledge of public sector policy development processes including health programmes or corporate services/finance Knowledge of conducting policy analysis and research in health programmes will be an added advantage. The candidate must also have experience in planning and monitoring and evaluation space. Understanding of the linkage between strategic planning and policy development. The candidate must have extensive understanding and knowledge of public service prescripts, regulations and policies. A valid driver's licence is a requirement except to candidates with disability. Skills and competencies: Communication and facilitation skills. Computer literate (Microsoft word, Excel, Power-point and Microsoft project). Policy development (technical skills). Public speaking and presentation skills. Programme and project management skills.
- DUTIES** : Manage the provision of policy development and support administrative research undertaking. Manage the co-ordination of policy development programmes or projects in the department. Facilitate the development and review of departmental policies, guidelines, standard operating procedures to ensure proper alignment. Facilitate and organize sessions to promote understanding relating to policy development, implementation and policy impact assessment. Support staff and management on how to develop, review, implement and evaluate the impact of a policy. Manage staff development through the development of job profiles, contracting for performance management and appraisal. Facilitate and coordinate the development of District Health Plans (DHPs). Manage unit budget in terms of making budget preparations and continuous monitoring of budget spending in line with the relevant financial regulatory prescripts available in the public service.
- ENQUIRIES** : Mr Buqa Tel No: 040 608 1366
- POST 21/130** : **DEPUTY DIRECTOR: EMS COMMUNICATIONS REF NO. ECHEALTH/DD-EMS/HO/APL/02/06/2023**
Re-advertisement those who had previously applied are encouraged to apply again
- SALARY CENTRE REQUIREMENTS** : R811 560 – R952 485 per annum (Level 11)
: Bhisho
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Emergency Care, an additional qualification in Communications will serve as an advantage coupled with five (5) years' experience of which three (3) years is at Assistant Director/Junior Management level. Computer literate, especially in the use of Microsoft applications such as MS Word, Excel and PowerPoint. Valid drivers' license. Registration with HPCSA as a Paramedic or ECP or ECT will serve as an advantage. Experience in Communications and or Public Relations in the health sector will serve as an advantage. Good knowledge of all prescripts and/or policies relevant to the operations of EMS will be an advantage.
- DUTIES** : Manage EMS Communications (technical and media communications) for the province. Ensure the District Communications Centres are fully functional and provide technical advice to EMS District Managers. Attend to EMS communications and public relations issues of the EMS Directorate. Provide the Directorate with monthly reports on caseload statistics and conduct trend analysis. Ensure systems are in place for the continuous maintenance and repair for radios, push-to-talk, servers, telephone systems and network

connectivity. Ensure that the District Communications Centres are fully functional on a twenty-four basis. Ensure that the DHIS team is correctly capturing and submitting DHIS EMS statistics. Make technical recommendations and submission to enhance service delivery in the province with the use of technology. Ensure policy compliance with all the relevant legislation. Available to be on standby on a twenty-four-hour basis and work after-hours when required. Ensure compliance with EMS Regulations.

ENQUIRIES : Mr. AK Munilal Tel No: 040 608 1104

POST 21/131 : **DEPUTY DIRECTOR: FINANCE REF NO: ECHEALTH/DD-FIN/SBDOO/APL/03/06/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)
 : Sarah Baartman, District Office
 : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in the field of Finance/Accounting as recognized by SAQA. A postgraduate qualification (NQF Level 8) will serve as an added advantage coupled with Five (5) years' experience in a financial environment of which Three (3) years must be at Assistant Director's level in Public Sector (Finance). Knowledge and understanding of financial management as implemented in the Public Sector and within the context of budgeting and spending. Knowledge and understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership program and project management. People management and empowerment. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES : Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debt management. Support and co-ordinate provision of financial accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and legislative prescripts. Manage the collection of revenue and management of debtors. 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 in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Attend to Audit queries (Internal and External) and develop an Audit Improvement Plan for the District. Provide support and guidance on financial matters within the district. Render advocacy on financial issues through outreach within the district services. Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the Department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure that reasonable high discipline, and staff morale is maintained. Ensure that regulations /procedures and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits.

ENQUIRIES : Ms T. Mpitimpiti Tel no: 041 408 8509

POST 21/132 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/DD-HRM/NMD/APL/04/06/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)
 : Nelson Mandela Metro, District Office
 : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all

relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

DUTIES : Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations' baseline plans such as: sub - directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans – check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan), Leave administration, Remuneration & service benefits, Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behavior /conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce.

ENQUIRIES : Ms P Makuluma Tel No: 041391 8164.

POST 21/133 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/DD-HRM/FTH/APL/05/06/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)
: Buffalo City Metro, Frere Tertiary Hospital
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

DUTIES : Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations' baseline plans such as: sub - directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans – check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan), Leave administration, Remuneration & service benefits, Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behavior /conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce.

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

POST 21/134 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/DD-HRM/LTH/APL/06/06/2023**

SALARY : R811 560 – R952 485 per annum (Level 11)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

DUTIES : Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations' baseline plans such as: sub - directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans – check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan), Leave administration, Remuneration & service benefits, Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behavior /conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce
Ms L Mabanga, Tel: 041 402 2348

ENQUIRIES :

POST 21/135 : **ASSISTANT MANAGER NURSING SPECIALITY (OPERATING THEATER & CRITICAL CARE) REF: ECHEALTH/AMN/NMAH/01/06/2023 (2 POSTS)**

SALARY : R683 838 – 767 184 per annum (OSD)
CENTRE : OR Tambo, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice No. R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as professional nurse with a minimum of 10 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in general nursing plus a post basic qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R212 in the relevant speciality. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the relevant speciality. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. (A valid SANC current license to practice certificate is mandatory). Knowledge of National Health Prescripts. Ability to work with multidisciplinary team. Quality Assurance, planning and organization, change and diversity management skills. Excellent written and verbal communication skills and interpersonal relation skills. People Management, Financial Management, Strategic Planning, Policy Analysis and Development, and delegation. A qualification in Nursing Management / Administration, driver's license and Computer Literacy will be an added advantage.

DUTIES : While reporting to the Deputy Manager: Nursing, the incumbent will: Co-ordinator, monitor, critical evaluate and supervise nursing services within the allocated domain. Provide effective management and professional leadership. Participate in Quality improvement programs. Ensure implementation of

		National and Provincial legislative prescripts which are relevant to the specific nursing speciality unit.
<u>ENQUIRIES</u>	:	Ms Calaza Tel no: 047 502 4469.
<u>POST 21/136</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY (PSYCHIATRY) REF NO. ECHEALTH/AMN-PSY/ EDH/APL/01/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R683 838 – R767 184 per annum (OSD)
	:	Nelson Mandela Metro District, Elizabeth Donkin Hospital
	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as 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 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 relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Mr E Felkers Tel no 041 585 2323
<u>POST 21/137</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY (THEATRE) REF NO: ECHEALTH/AMN/BH/APL/01/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R683 838 – R767 184 per annum (OSD)
	:	OR Tambo, Bambisana Hospital
	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as 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>	:	Mr S Mahlangeni, Tel: 039 253 7262

POST 21/138 : **ASSISTANT MANAGER NURSING SPECIALTY (MEDICAL & PEADIATRICS) REF NO. ECHEALTH/AMNM/SH/01/06/2023**

SALARY CENTRE REQUIREMENTS : R683 838 – R767 184 per annum (OSD)
: Sarah Baartman, Settlers Hospital
: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year in Pediatrics Nursing Science 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 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 relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.

DUTIES : To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.

ENQUIRIES : Ms S Diva Tel: 046 602 5046.

POST 21/139 : **ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO. ECHEALTH/AMNM/SH/01/06/2023**

SALARY CENTRE REQUIREMENTS : R683 838 – R767 184 per annum (OSD)
: Amathole, Victoria Hospital
: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year in Pediatrics Nursing Science 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 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 relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.

DUTIES : To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.

ENQUIRIES : Ms L Mangesi Tel no: 040 653 1141

POST 21/140 : **ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/KC/APL/01/06/2023**

SALARY CENTRE REQUIREMENTS : R683 838 – R767 184 per annum (OSD)
: Nelson Mandela Metro, Kwazakhele 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.

DUTIES : 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.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 21/141 : **ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/KC/APL/01/06/2023**

SALARY CENTRE REQUIREMENTS : R683 838 – R767 184 per annum (OSD)
: Nelson Mandela Metro, Korsten 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.

DUTIES : 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.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 21/142 : **ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/MCHC/APL/01/06/2023**

SALARY CENTRE REQUIREMENTS : R683 838 – R767 184 per annum (OSD)
: Nelson Mandela Metro, Motherwell 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 P Makuluma Tel No: 041 391 8164
<u>POST 21/143</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/LSD /APL/01/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R683 838 – R767 184 per annum (OSD) Lukhanji Sub-District, Molteno CHS
	:	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 M Tweni Tel no 045 807 8908
<u>POST 21/144</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/SSD /APL/01/06/2023</u>
<u>SALARY CENTRE</u>	:	R683 838 – R767 184 per annum, (OSD) Sakhisizwe Sub-District, Cala 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 basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.

DUTIES : 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.

ENQUIRIES : Ms B Mtsi Tel no 047-8770931.

POST 21/145 : **ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/NCHC/APL/01/06/2023**

SALARY : R683 838 – R767 184 per annum, (OSD)
CENTRE : Buffalo City Metro, Notyatyambo 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 basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.

DUTIES : 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.

ENQUIRIES : Ms Jaceni Tel no 043 708 1700

POST 21/146 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/LSD /APL/01/06/2023**

SALARY CENTRE REQUIREMENTS : R683 838 – R767 184 per annum (OSD))
: Lukhanji Sub-District, Thornhill 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.

DUTIES : 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.

ENQUIRIES : Ms M Tweni Tel no 045 807 8908

POST 21/147 : **ASSISTANT MANAGER NURSING (DEVELOPMENT) REF NO. ECHEALTH/AMN/SETH/01/06/2023**

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum (OSD)
: OR Tambo, St Elizabeth 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 : Mrs T Duntsula – Tel no: 039 253 5012.

POST 21/148 : **ASSISTANT MANAGER NURSING (AREA) REF NO. ECHEALTH/AMN/DRH/01/06/2023**

SALARY : R627 474 – R724 278 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : 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.

DUTIES : 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. B Bomela Tel No: 041 406 4421

POST 21/149 : **ASSISTANT MANAGER NURSING (AREA) REF NO. ECHEALTH/NCCS/APL/01/06/2023**

SALARY : R627 474 – R724 278 per annum (OSD)
CENTRE : Nyandeni Sub-District, Canzibe CHS
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Must be currently registration with the South African Nursing Council (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.

DUTIES : 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, inter-sectoral 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 : Mr L Phokolo Tel No: 047 555 2014/2029

POST 21/150 : **ASSISTANT MANAGER NURSING (AREA) REF NO.**
ECHEALTH/AMN/ABDH/APL/01/06/2023

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum (OSD)
: Sarah Baartman District, Aberdeen Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Must be currently registered with the South African Nursing Council (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.

DUTIES : 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 T. Mpitimpiti Tel no: 041 408 8509

POST 21/151 : **ASSISTANT MANAGER NURSING (AREA) REF NO.**
ECHEALTH/AMN/ASH/APL/01/06/2023

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum (OSD)
: Chris Hani, All Saints Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification Must be currently registered with the South African Nursing Council (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.

DUTIES : 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 NP Gcaza – Tel no: 047 548 4104.

POST 21/152 : **ASSISTANT MANAGER NURSING(AREA) REF NO:**
ECHEALTH/AMN/AH/APL/01/06/2023

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum (OSD)
: Sarah Baartman, Aberdeen 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 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 T. Mpitimpiti Tel no: 041 408 8509
<u>POST 21/153</u>	:	<u>ASSISTANT MANAGER: CURRICULUM DEVELOPMENT – PNA7 REF: ECHEALTH/DCH/EL/LILT/APL/01/06/2023</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum (OSD)
<u>CENTRE</u>	:	Lilitha Nursing College, East London Central Office
<u>REQUIREMENTS</u>	:	A manager with a Postgraduate Degree (Master's Degree) in Nursing Science, Degree/Diploma in Nursing Education. The candidate should possession extra post basic speciality above Nursing education. A PhD Degree will be an added advantage. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 4 years' experience in teaching and curriculum development, Good understanding and experience of both Local and National Health Priorities (RPHC) and disease burden in the country. Ability to identify gaps in curricula implementation, research, patient-centred approaches and collaboration with health sector partners. Excellent communication, interpersonal and writing skills. Computer skills and a valid driver's licence.
<u>DUTIES</u>	:	Facilitate and lead in the development and evaluation of the college curricula and alignment with clinical health demands and as aligned by Department of Higher Education and training (DHET). Co-ordinate the review and assessment of all curricula and programme designs to ensure that programmes meet the intended objectives and requirements as prescribed by SANC, CHE and SAQA. Coordinate the preparation of instructional materials to facilitate effective teaching and learning. Conduct research and benchmarking the curricula with other Institutions to ensure relevancy to the clinical environment. Develop and maintain research database. Pursue best practices in curricula development through research and personal development. Plan and coordinate continuous staff development for academic excellence.
<u>ENQUIRIES</u>	:	Ms P Mene Tel No: 043 700 9717/26
<u>POST 21/154</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1-2 REF NO. ECHEALTH/COT/LTH/APL/01/06/2023</u>
<u>SALARY</u>	:	Grade 1: R520 785 – R578 367 per annum (OSD) Grade 2: R595 251- R658 482 per annum (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with HPCSA as an Occupational Therapist. Must be currently registered with HPCSA as an Occupational Therapist (Independent practice). 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 multidisciplinary team, problem solving and decision making, and computer skills.
<u>DUTIES</u>	:	Plan and or implement, coordinate and monitor daily Occupational therapy activities in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Ensure optimal clinical management and good governance of Occupational therapy services including all resources in the

section. Manage provision of high quality Occupational therapy services through development and implementation of appropriate systems, quality assurance programs and internal controls. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leaves, policy development etc 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. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme Supervise and provide clinical support to junior staff and training program of students. Market and promote Occupational therapy services and contribute towards research.

ENQUIRIES : Ms. L Mabanga, Tel: 041 405 2348

POST 21/155 : **RADIATION ONCOLOGY RADIOGRAPHER GRADE 1 -3 REF NO. REF NO. ECHEALTH/ROR/LTH/APL/APL/01/06/2023**

SALARY : R444 741- R506 016 per annum (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National diploma/ Degree in Diagnostic Radiography. (Therapy). Registration certificate with the HPC of SA as a Radiographer (Therapy). Four year's appropriate experience after registration with the Health Professional Council of SA as a Radiographer (Therapy) in a Radiation Oncology Department. Knowledge of radiotherapy treatment and planning principles of basic and advanced techniques. Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories. Application of radiology principles in the treatment of cancer. Knowledge of Radiation Control and Safety Regulation. Knowledge of Radiation Control and Safety Regulation. Pattern recognition of Cancer pathology relevant to the treatment field plans and placements. Knowledge of departmental protocol, design and implementation of new protocols. Sound knowledge of Occupational Health & Safety Act, Infection Control and other relevant Acts Technical problems solving skills. Demonstration and teachings skills. Good verbal and written communication skills. Self –Management. Interpersonal Relations.

DUTIES : Performance of all clinical duties pertaining to the provisioning oncology services. Clinical administration. Participate in relevant programmers i.e. Quality Assurance, IPC, OSH, etc. Participate in the continuous training of self and training of self and staff. Undertake all areas of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production. Ensure that all planned directive in the delivery of the radiation of patient are undertaken. Undertake overall responsibility for the operation, care and maintenance of all major equipment and that radiation record keeping is maintained. Perform quality control procedures. Ensure that clients right and patient rights as per National Patients right chapter are respected and to implement the Batho –Pele principles.

ENQUIRIES : Ms. L Mabanga, Tel: 041 405 2348

POST 21/156 : **CHIEF ARTISAN GRADE A REF NO. ECHEALTH/CA/CMH/APL/01/06/2023**

SALARY : R434 787 – R494 619 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilia Makhiwane Regional Hospital
REQUIREMENTS : Appropriate trade test in Electrical/Mechanical/Building Environment with 10 years' experience post qualification experience required as an Artisan/Artisan Foreman. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical thinking & problem solving. skills. Knowledge of Project Management, Planning; Organising Skills, Good verbal and written communication skills with respect to interacting with management, subordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of

		<p>policies. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer Literacy. A valid driver licence.</p>
<u>DUTIES</u>	:	<p>Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manage administrative and related functions: -Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases; and Manage artisans and related personnel and assets. Financial Management Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success</p>
<u>ENQUIRIES</u>	:	<p>Ms. N Matshaya 043 703 2121</p>
<u>POST 21/157</u>	:	<u>LECTURER: GRADE 1- PND1 (6 POSTS)</u>
<u>SALARY CENTRE</u>	:	<p>R431 265 – R 497 193 per annum (OSD)</p>
	:	<p>Lilitha Nursing College, Victoria Sub-Campus Ref No: ECHEALTH/LECT/VS/PL/01/06/2023 (1 Post)</p>
	:	<p>East London Main Campus Ref No: ECHEALTH/LECT/ELC/APL/01/06/2023 (1 Post)</p>
	:	<p>Port Elizabeth Main Campus Ref No. ECHEALTH/LECT/PEC/APL/01/06/2023 (1Post)</p>
	:	<p>Umlamli Sub-Campus Ref No: ECHEALTH/LECT/UMSB/APL/01/06/2023 (1 Post)</p>
	:	<p>St Patricks Sub-Campus Ref No: ECHEALTH/LECT/SSB/APL/01/06/2023 (2 Posts)</p>
<u>REQUIREMENTS</u>	:	<p>Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.</p>
<u>DUTIES</u>	:	<p>Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing each module, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for student's nurse.</p>
<u>ENQUIRIES</u>	:	<p>Ms Mene Tel no: 043 700 9717</p>
<u>POST 21/158</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO. ECHEALTH/AD-LR/FTH/APL/07/06/20223</u>
<u>SALARY CENTRE</u>	:	<p>R424 104 – R508 692 per annum (Level 9)</p>
<u>REQUIREMENTS</u>	:	<p>Buffalo City Metro, Frere Tertiary Hospital</p>
	:	<p>National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Labour Law / Labour Relations / Human Resource Management/ Public Management/or relevant qualification coupled with Five (5) years' experience of which at least Three (3) years must be at supervisory level (SL7/8) in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PSCSBC and PHSDSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Computer Literate. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in disciplinary hearings and chair disciplinary hearing when required. Handling of cases or disputes referred to CCMA, PSCSBC and PHSDSBC bargaining cases. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour Matters, Strike Management and Conflict Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as</p>

necessary. Ensure the effective implementation of labour relations policy. Provide guidance and advice on labour relations procedures at all levels of management within the department. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees' differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the department.

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

POST 21/159 : **ASSISTANT DIRECTOR: OPERATIONS REF NO. ECHEALTH/AD-OP/NQK/APL/08/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/ Business Management/Hospitality/Management or equivalent coupled with 5(Five) years of which 3(Three) years at supervisory level (SL7/8) combined experience in any of the two (2) soft services units (laundry, cleaning/ housekeeping, waste management and catering) in a Public/Private Hospitality environment. Computer literate in MS package (Word, Excel, Power-point). A valid driver's license. Competencies: knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, teambuilding and sound interpersonal skills. Excellent verbal and written communication skills and report- writing skills. Client and customer Orientation, Strategic leadership, Project Management, Human Resources Management and Finance Management skills. Ability to multi – task and prioritize and ability to work in high volume and highly pressurized environment. Knowledge to the public service legislations, policies and procedures such as PFMA, PPPFA.

DUTIES : Responsible for the overall day – to – day soft services sub-directorate, which includes security, laundry, catering, cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.

ENQUIRIES : Ms Y Makala Tel No 043 7612131

POST 21/160 : **ASSISTANT DIRECTOR: OPERATIONS REF NO. ECHEALTH/AD-OP/EDH/APL/09/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Nelson Metro District, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/ Business Management/Hospitality/Management or equivalent coupled with 5(Five) years of which 3(Three) years at supervisory level(SL7/8) combined experience in any of the two (2) soft services units (laundry, cleaning/ housekeeping, waste management and catering) in a Public/Private Hospitality environment. Computer literate in MS package (Word, Excel, Power-point). A valid driver's license. Competencies: knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, teambuilding and sound interpersonal skills. Excellent verbal and written communication skills and report- writing skills. Client and customer Orientation, Strategic leadership, Project Management, Human Resources Management and

<u>DUTIES</u>	:	Finance Management skills. Ability to multi – task and prioritize and ability to work in high volume and highly pressurized environment. Knowledge to the public service legislations, policies and procedures such as PFMA, PPPFA. Responsible for the overall day – to – day soft services sub-directorate, which includes security, laundry, catering, cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.
<u>ENQUIRIES</u>	:	Mr E Felkers Tel no 041 585 2323
<u>POST 21/161</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES REF NO. ECHEALTH/ASD-ENV/AFDO/APL/10/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104– R508 692 per annum (Level 9)
	:	Alfred Nzo, District Office
	:	National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Environmental Health as recognized by SAQA. Registered with South African Professional Health Council as an Environmental Health Practitioner coupled with 5(Five) years' experience of which 3(Three) years must be in a supervisory level (level 7/8) in Environmental Health Services. Knowledge of All Environmental Health Related Legislation including Norms and Standards, Constitution, National Health Act, NDP, SDG's, NEMA and Hazardous Substance Act. A valid Driver's license.
<u>DUTIES</u>	:	Port Health Services. Hazardous substance. Environmental Health Information Management. Monitoring, and evaluation of Municipal Health Services. Development of Environmental Health Policies. Manuals and guidelines. Outbreak response preparedness. Ensure the implementation of policies, guidelines, Systems and procedures. Develop and ensure implementation of preventative quality systems. Develop, monitor and evaluate tools for programmes implementation. Management of resources. Assist in development of policies which are aimed at monitoring and evaluation of Municipal Health Services. Co-ordination of Municipal Health Services. Capacity Building of Outbreak response teams. Capacitation of Metropolitan as well as District Municipalities.
<u>ENQUIRES</u>	:	Mr K Praim Tel no: 039 797 6070
<u>POST 21/162</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES REF NO. ECHEALTH/ASD-ENV/CHDO/APL/11/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104– R508 692 per annum (Level 9)
	:	Chris Hani, District Office
	:	National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Environmental Health as recognized by SAQA. Registered with South African Professional Health Council as an Environmental Health Practitioner coupled with 5(Five) years' experience of which 3(Three) years must be in a supervisory level (level 7/8) in Environmental Health Services. Knowledge of All Environmental Health Related Legislation including Norms and Standards, Constitution, National Health Act, NDP, SDG's, NEMA and Hazardous Substance Act. A valid Driver's license.
<u>DUTIES</u>	:	Port Health Services. Hazardous substance. Environmental Health Information Management. Monitoring, and evaluation of Municipal Health Services. Development of Environmental Health Policies. Manuals and guidelines. Outbreak response preparedness. Ensure the implementation of policies, guidelines, Systems and procedures. Develop and ensure implementation of preventative quality systems. Develop, monitor and evaluate tools for programmes implementation. Management of resources. Assist in development of policies which are aimed at monitoring and evaluation of Municipal Health Services. Co-ordination of Municipal Health Services.

		Capacity Building of Outbreak response teams. Capacitation of Metropolitan as well as District Municipalities. Medical Waste Management.
<u>ENQUIRIES</u>	:	Mr S Tshabalala Tel no 045 8071110/1101.
<u>POST 21/163</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/STELH/APL/12/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104– R508 692 per annum (Level 9) OR Tambo District, St Elizabeth Regional Hospital National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with a minimum of 5 years' experience in which 3 years must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyze, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.
<u>ENQUIRIES</u>	:	Mrs T Duntsula – Tel no: 039 253 5012
<u>POST 21/164</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/CHDO/APL/13/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R508 692 per annum (Level 9) Chris Hani, District Office National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5(Five) years' experience in which 3(Three) years must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	To resolve all salary transactions accurately and timeously. To deal with Salary enquiries. Authorize all salary related transaction on BAS and PERSAL Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyze, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as

- Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.
- ENQUIRIES** : Mr S Tshabalala Tel no 045 8071110/1101
- POST 21/165** : **ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT REF NO. ECHEALTH/AD-PS/HO/APL/14/06/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 – R508 692 per annum (Level 9)
: Bhisho
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) in Business Administration Public Management / Office Administration as recognized by SAQA coupled with 5(Five) years' relevant experience in Professional Secretariat / committee environment of which 3(Three) years is at supervisory level (SL7/8). Valid driver's license (code 8) is a necessity. To be in possession of own transport / car is essential, the candidate will be required to travel across the province. To uphold high levels of confidentiality is a prerequisite, sound customer care and relevant technical skills. Excellent computer literacy skills.
- DUTIES** : Provide an effective and efficient Secretariat/committee support service with high levels of confidentiality to comply with without fail. Draft a schedule for departmental meetings. Coordination of meetings and departmental events under supervision. Manage conference venues and appropriate equipment. Recording of quality minutes according to MPAT standards for Executive Management (MEC, SG, DDGs and GMs). Keep clear proper records of minutes as per the department's filing index for easy access for audit purposes. Improve information flow and effective communication through decision circular/action list and follow up on the resolutions and record progress made. Provide quarterly/semester reports. Manage and monitor budget. Ensure monitoring, motivation, development and retention of subordinates. Provide advice on procedural and policy matters to staff. Sound knowledge of all applicable legislation, Public Services Act, Public Service Regulations, Public Finance Management Act etc.
- ENQUIRIES** : Ms P Nazo Tel no: 040 608 1249
- POST 21/166** : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO. ECHEALTH/AD-BP/HO/APL/15/06/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 – R508 692 per annum (Level 9)
: Bhisho
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) in Accounting / Finance, or related relevant field as recognized by SAQA coupled with 5(five) years' experience of which 3(Three) years' experience must be at supervisory experience(SL7/8) in Management Accounting Environment. Post Graduate qualification in Accounting / Finance or related field Advanced Excel will be an added advantage. Broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems. Knowledge of basic financial operating systems (computer Literacy (MS Office Packages) Intermediate specifically in Word and Excel.BAS & Vulindlela). Have proven competencies in communication (Verbal and Written), Problem solving and decision-making, Interpersonal skills, Attention to detail, Planning and organizing, Report writing and analytical skills, Database and template compilation, and presentation skills.
- DUTIES** : Render a budget support service to the Department. Coordinate, review, analyse and quality assure the budget preparation process including MTEF/ENE/AENE. Compile cash flow projections of the Department. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget and cash flow. Compile the IYM report in line with legislative prescripts. Compile inputs for the Interim and Annual Financial Statements. Analysis of the expenditure patterns and identification of incorrect allocations. Capture Budget and related transactions on BAS. Provide general administrative support to the business unit. Distribute documents with regard to the budget. Communication with Internal and External Stakeholders. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.
- ENQUIRIES** : Mr S Vika Tel No: 040 608 1962

POST 21/167 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO. ECHEALTH/AD-DM/HO/APL/16/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) in Supply Chain Management, Public Management, Public Administration, Logistics Management as recognized by SAQA coupled with five (5) years relevant experience in Supply Chain Management of which Three (3) years must be at Level 7/8. The applicant must have a valid driver's license. Knowledge management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Interpersonal skills, People Management skills, Conflict Resolution. Knowledge of SCM Legislative frameworks and policies. Functional computer literacy (MS Word, Excel, Power Point and Outlook).

DUTIES : Coordinate, review, research, analyse and plan the procurement needs of the department: research relevant identified needs. Analyse requirements, undertake research, determine and develop proposals for implementation of the results of the market research, interpret and develops proposals for procurement methodology. Ensure compliance with requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information, confirm budget availability. Check alignment against strategic and other objectives. Coordinate Bid Specification Meeting sessions and provide SCM advisory and secretariat services.

ENQUIRIES : Mr P Mtheleli Tel No: 040 608 9501

POST 21/168 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/AD-HRM/STEH/APL/17/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : OR Tambo, St Elizabeth Regional Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 5(five) years' experience in Human Resource management /Administration of which 3 years must be at supervisory level(SL7/8). Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver's license.

DUTIES : Overall management of Human Resources general administration. Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES : Mrs T Duntsula – Tel no: 039 253 5012

POST 21/169 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/AD-HRD/CHDO/APL/18/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Chris Hani, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment coupled with 5(Five) years' experience in the Human Resource Development/ Training/Performance Environment experience of which 3 (Three) years is at supervisory(SL7/8) experience. A valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislations, Code of Good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Skills: Management, Financial Management, Computer literacy, Innovative, Analytical, Problem solving, Communication, Time Management, Team building, Training, mentoring and coaching, Diversity management, Technical(Project Management, Quality Management).

DUTIES : Coordinate and monitor the implementation of Human Resource Development initiatives in the institution. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination and facilitation of Orientation and Induction Programmes in the institution. Monitor and evaluate the impact of training implemented in the institution. Manage all the resources of the Sub-unit.

ENQUIRIES : Mr S Tshabalala Tel no 045 8071110/1101.

POST 21/170 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/AD-HRD/CMH/APL/19/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment. coupled with 5(Five) years' experience in the Human Resource Development/ Training/Performance Environment experience of which 3 (Three) years is at supervisory(SL7/8) experience. A valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislations, Code of Good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Skills: Management, Financial Management, Computer literacy, Innovative, Analytical, Problem solving, Communication, Time Management, Team building, Training, mentoring and coaching, Diversity management, Technical(Project Management, Quality Management).

DUTIES : Coordinate and monitor the implementation of Human Resource Development initiatives in the institution. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination and facilitation of Orientation and Induction Programmes in the institution. Monitor and evaluate the impact of training implemented in the institution. Manage all the resources of the Sub-unit.

ENQUIRIES : Ms N. Matshaya Tel no 043 708 2121

POST 21/171 : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GA/CMH/APL/20/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Administration /National Diploma (NQF Level 6) in Public Administration /Business Management coupled with Five (5) years' experience in Patient Administration of which Three (3) years is

at a supervisory level (SL 7/8). Proven Acting in Higher position will serve as an added advantage. (Provide Evidence). Understanding of Current Patient Affairs / Administration with specific reference to both Out Patients and in – Patient Management, Registry, Mortuary, Messengers and Pottering Services and other areas of importance within Patient Administration. Be computer literate, Good report writing skills and ability to make decisions and act on them. Ability to work independently in a multidisciplinary team. Work Optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable and be able to uphold high ethical conduct. Good understanding of Public Service Legislation and Prescripts applicable to government including systems and procedures.

DUTIES : Provide both Out Patients and In-patients management systems. Ensure efficient and effective Booking system throughout the Clinical Business Unit. Ensure compliance to downtime management systems. Ensure that Mortuary Service is user friendly for all the clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the components including National Health Priorities. Take responsibility in ensuring effective and efficient Booking System. Taking part in the Operational plans and forming part of Management Committees. Ensuring compliance to all Audits Findings, National Core Standards (NCR) quality assurance meeting etc. effective management of downtimes and Risk. Ability to formulate SOP's (Standard Operating Procedures in line with the Procedure Manual within your span of control. Take leadership as Functional Manager in all aspects pertaining nut not limited to efficient running of Patient affairs especially in ensuring that all staff under your leadership daily comply to SOP's, Circulars and Memos. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration during his/her absence.

ENQUIRIES : Ms N. Matshaya Tel no 043 708 2121

POST 21/172 : **ASSISTANT DIRECTOR: NETWORKING REF NO. ECHEALTH/AD-CM/CMH/APL/21/06/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R508 692 per annum (Level 9)
 : Buffalo City Metro, Cecilia Makiwane Regional Hospital
 : National Senior Certificate with an appropriate undergraduate qualification in Information Technology at NQF level 7 as recognized by SAQA coupled with 5(Five) years' experience of which 3 years is at a supervisory level (SL 7/8). The following will be added advantage: Cisco Certified Network Professional (CCNP), Professional Information security certification (Certified Information System Security Professional (CISSP), Certified Ethical Hacker (CEH), and ISO 27001). Excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Numerate, able to learn and assimilate new information. Commitment to working the hours required to fulfil the job, including flexibility of working. Solid knowledge of various information security frameworks. Excellent problem solving and analytical skills. Ability to educate a non-technical audience about various security measures. Be highly analytical and effectively able to troubleshoot and prioritize needs, requirements and other issues. Keeping up to date with developments in IT security standards and threats and be committed to continuous learning and system development

DUTIES : Perform daily infrastructure and network monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. Perform regular security monitoring to identify any possible intrusions. Develop and maintain information security policy and procedures. Assess the infrastructure and information systems to identify vulnerabilities caused by weaknesses or flaws in software and hardware that could expose the infrastructure to security breaches. Evaluate the effectiveness of existing security measures, such as firewalls, password policies and intrusion-detection systems. Make recommendations to improve security based on the assessments and knowledge of current and emerging threats. Monitor network usage to ensure compliance with security policies. Perform penetration tests to find any defects. Collaborate with management and the IT department to improve security. Review Enterprise Information Security Policy which includes ICT Network Security, Application Security,

Databases Security, Mobile Device Security, and disaster recovery plan. Provide Tier III/other support per request. Troubleshoot and resolve complex software, hardware and related network problems. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Perform regular security monitoring to identify any possible intrusions. Ensure implementation of security systems and solutions to monitor security across all corporate networks, computers and storage devices, to quickly identify attacks and respond to any alerts. Reinforce the importance of information security through training and awareness programs for employees.

ENQUIRIES : Ms N. Matshaya Tel no 043 708 2121

POST 21/173 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO. ECHEALTH/AD-HRA/JQDO/APL/22/03/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : National Senior Certificate with an appropriate undergraduate qualification (NQF Level 6) in Human Resources Management coupled with 5(Five) years' experience in Human Resources Administration of which 3(Three) is at a supervisory level (SL 7/8). Sound knowledge of human resources management environment. Management of resource. Knowledge of policies/implementation strategies. Knowledge of the PERSAL System. Knowledge of the relevant HR Management Legislation Directives. Skills and competencies: Computer literacy (MS Office- with focus on Excel) Good communication skills (written and verbal). General office- and project management. Report writing. Good people skills/ interpersonal relations. Interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Manage and co-ordinate HR administration matter within the district to contribute to the rendering of a professional human resource management services. Conditions of Service and service benefit (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, relocation, Pension, allowance etc.) HR Provisioning (Recruitment and Selection, Appointment, Transfer, verification of qualifications secretariat functions at interviews, absorptions, probationary period etc.) Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/public services policies on matter related to human resource management to adhere to the relevant prescripts/legislation. Prepare and consolidate reports on personnel administration issues, inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

ENQUIRIES : Mr JS Ndzinde Tel No: 051 633 9629/31

POST 21/174 : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION & OFFICE SERVICES REF NO. ECHEALTH/AD-GAS/JGDO/APL/23/06/2023**

SALARY : R424 104 – R508 692 per annum (Level 9)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Public Administration/Management/Business Management /Office Admin or related qualification as recognized by SAQA coupled with 5(Five) years' experience of which 3(Three) years must be at a supervisory level (SL/8). Computer Literacy. Ability to interpret and apply policies. Sound knowledge of Health Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. sound knowledge of Public Service Management Framework an understanding of Public Finance Management Act, Treasury Instruction, Regulation. Communication and problem solving, supervisory and management. Ability to work under pressure and Leadership qualities. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Experience in Admin will be an added advantage. Must be in possession of a valid Code 8 driver license.

DUTIES : Manage Office Administration services. Manager Communication services, patient Administration, Transport, Registry/ Document Management, Security Services, Cleaning Services, ICT, Switchboard and ensure a high-quality

		output. Manage quality improvement initiatives. Provide professional client Information Services. Provide secretariat support service.
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9629/31
<u>POST 21/175</u>	:	<u>ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GAS/CH/APL/24/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R508 692 per annum (Level 9) Chris Hani, Cofimvaba Hospital National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Public Administration/Management/Business Management /Office Admin or related qualification as recognized by SAQA coupled with 5(Five) years' experience of which 3(Three) years must be at a supervisory level (SL7/8). Computer Literacy. Ability to interpret and apply policies. Sound knowledge of Health Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. sound knowledge of Public Service Management Framework an understanding of Public Finance Management Act, Treasury Instruction, Regulation. Communication and problem solving, supervisory and management. Ability to work under pressure and Leadership qualities. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Experience in Admin will be an added advantage. Must be in possession of a valid Code 8 driver license.
<u>DUTIES</u>	:	Manage Office Administration services. Manager Communication services, patient Administration, Transport, Registry/ Document Management, Security Services, Cleaning Services, ICT, Switchboard and ensure a high-quality output. Manage quality improvement initiatives. Provide professional client Information Services. Provide secretariat support service. Manage and co-ordinate HR administration matter within the district to contribute to the rendering of a professional human resource management services. Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance
<u>ENQUIRIES</u>	:	Ms N Somlota –Tel no 047 874 0111.
<u>POST 21/176</u>	:	<u>ASSISTANT DIRECTOR: GENERAL ADMINISTRATION & OFFICE SERVICES REF NO. ECHEALTH/AD-GAS/AFDO/APL/25/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R508 692 per annum (Level 9) Alfred Nzo, District Office National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Public Administration/Management/Business Management /Office Admin or related qualification as recognized by SAQA coupled in Public Administration/Management/Business Management /Office Admin or related qualification with coupled with 5(Five) years' experience of which 3(Three) years must be at a supervisory level (SL/8). Computer Literacy. Ability to interpret and apply policies. Sound knowledge of Health Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. sound knowledge of Public Service Management Framework an understanding of Public Finance Management Act, Treasury Instruction, Regulation. Communication and problem solving, supervisory and management. Ability to work under pressure and Leadership qualities. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Experience in Admin will be an added advantage. Must be in possession of a valid Code 8 driver license.
<u>DUTIES</u>	:	Manage Office Administration services. Manager Communication services, patient Administration, Transport, Registry/ Document Management, Security Services, Cleaning Services, ICT, Switchboard and ensure a high-quality output. Manage quality improvement initiatives. Provide professional client Information Services. Provide secretariat support service
<u>ENQUIRIES</u>	:	Mr. Praim Tel no 0397976070

POST 21/177 : **ASSISTANT DIRECTOR: FINANCE & AUXILIARY REF NO. ECHEALTH/AD-FA/LILT/APL/26/06/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R508 692 per annum (Level 9)
: Lilitha Nursing College, East London Central Office
: National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Finance/ Accounting or related financial field as recognized by SAQA coupled with 5 years' experience related experience in Public Sector of which 3(Three) years must be at supervisory level (SL7/8). Proficient computer skills (Microsoft Office). Working knowledge of transversal system (BAS or PERSAL, LOGIS). Knowledge of PASTEL Accounting will be added advantage. Good understanding of the PFMA and other related prescripts. Knowledge of Accounting Principles and Best Practices. A valid driver's license is a pre-requisite. Ability to work under pressure and with little or no supervision. Accuracy with numbers. Ability to manage, delegate, motivate and control teams. Good communication skills at all levels. Ability to prepare Financial Statements.

DUTIES : Prepare financial forecasts/ budgets for both the Equitable Share Budget and the Council Trading Account. Maintain and oversee accounting procedures and processes and ensure compliance to prescripts. Manage the expenditure and revenue budget and advise management on deviations from forecasts. Compilation of management reports. Advise management of shortcomings on current financial policies and processes. Exercise stewardship over college assets, including the white fleet. Ensure availability and equitable distribution of resources at all college institutions. Oversee facilities management, including the security needs of all college campuses.

ENQUIRIES : Ms PN Mene Tel No: 043 700 7917/24/28

POST 21/178 : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GA/ANH/APL/27/06/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R496 467 per annum (Level 9)
: Joe Gqabi, Aliwal North Hospital
: National Senior Certificate. An appropriate undergraduate (NQF Level 6) as recognized SAQA in Administration or equivalent coupled with 5(Five) experience in administration of which 3 (Three) years must be at supervisory level (SL7/8). Computer literacy. A valid driver's license. Good communication and leadership skills. Co-coordinating and networking skills. Knowledge of Batho Pele principles and implementation thereof.

DUTIES : Implement strategic plan to maximize administration efficiency. Deliver administrative responsibilities within the Department of Health by applying necessary legislative requirements. Solve problems within the division by applying innovative thinking and encouraging a more lateral approach. Respond promptly to the needs of the internal and external clients. Apply administrative knowledge to guide the activities of clinical managers. Undertake special investigative projects on behalf of management. Oversee the procurement of goods and services and ensure that those a conducted strictly according to Government and legislation. Apply Treasury guidelines and the Public Finance Management Act in order to control expenditure. Manage operational activities according to financial constraints and ensure the value of money is delivered. Account for financial activities by preparing finance reports. Assist on multidisciplinary task teams to address organizational challenges. Nurture the development of human resources by identifying career path opportunities for subordinates. Collect and analyze performance related information with the view to reporting on performance and facilitating corrective action and rewarding achievement. Implement communication structures which support dialogue and facilitate planning and service delivery. Consolidate communication forums to allow for transparency and information flow across the organization thereby maintaining well informed workforce.

ENQUIRIES : Mr JS Ndzinde Tel No: 051 633 9629/31

POST 21/179 : **ARTISAN FOREMAN GRADE A REF NO: ECHEALTH/ARTF/DRH/APL/01/06/2023**

Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : R344 811 – R389 592 per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	An applicant must be in possession of Appropriate Trade Test Certificate (Electrical). 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 B Bomela Tel no 041 406 4421
<u>POST 21/180</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSC/FEPH/APL/28/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 7)
	:	Sarah Baartman, Fort England Psychiatric Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<u>ENQUIRIES</u>	:	Ms X Nazo Tel no: 046 602 2336
<u>POST 21/181</u>	:	<u>LOGISTIC SUPPORT OFFICER (LOGISTICS & INVENTORY) REF NO. ECHEALTH/LSC/AMDO/APL/29/06/2023 (3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 7)
	:	Amathole, District Office
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Commerce / Supply Chain Management / Procurement / Logistics or any other related field/ Public Administration/Public Management / Business Management with at least 1-2 years' experience in a procurement, 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 organizing 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 Responsibilities.
<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 Nene Tel no: 043 707 6748.

POST 21/182 : **LOGISTIC SUPPORT OFFICER REF NO.**
ECHEALTH/LSC/ISH/APL/30/06/2023

SALARY : R294 321 –R343 815 per annum (Level 7)
CENTRE : OR Tambo, Isilimela Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.

DUTIES : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

ENQUIRIES : Ms N Gwiji – Tel no 047 564 2805/2/3

POST 21/183 : **ADMINISTRATION OFFICER REF NO.**
ECHEALTH/ADO/DRH/APL/31/06/2023

SALARY : R294 321 – R343 815 per annum (Level 7)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Ms B Bomela Tel no 041 406 4421

POST 21/184 : **INFORMATION OFFICER REF NO. ECHEALTH/I-O/FTH/APL/32/06/2023**

SALARY : R294 321 – R343 815 per annum (Level 7)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel,

		Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: 043 709 2487/2532
<u>POST 21/185</u>	:	<u>INFORMATION OFFICER REF NO. ECHEALTH/I-O/ISH/APL/33/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 7) OR Tambo, Isilimela Hospital National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
<u>ENQUIRIES</u>	:	Ms N Gwiji – Tel no 047 564 2805/2/3
<u>POST 21/186</u>	:	<u>INFORMATION OFFICER REF NO. ECHEALTH/I-O/DRH/APL/34/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 7) Nelson Mandela Metro, Dora Nginza Regional Hospital National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information

		Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel no 041 406 4421
<u>POST 21/187</u>	:	<u>INFORMATION OFFICER REF NO. ECHEALTH/IO/NMDO /APL/35/06/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 7)
<u>CENTRE</u>	:	Nelson Mandela Metro, District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) in as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041391 8164.
<u>POST 21/188</u>	:	<u>FINANCIAL PRACTITIONER: BUDGET PLANNING REF NO. ECHEALTH/FP-BP/HO/APL/36/06/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 7)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6)/Bachelor's Degree (NQF 7) or equivalent appropriate qualification as recognized by SAQA in Financial Management/Accounting/Commerce and Auditing coupled 1 – 2 years' experience in a financial environment. Understanding of all relevant human resources legislative framework, regulations, and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations, and prescripts. Problem solving skills and analysis, listening skills, Teamwork, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Ability to communicate with all levels of management.
<u>DUTIES</u>	:	Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration. Compile standard reports on the state of expenditure, and revenue. Confirm availability of funds before expenditure is incurred. Capture Budget and related transactions on BAS. Provide and produce quality reports regarding turnaround times and documents processed. Administer timeous resolution of audit queries. Monitors expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Track budget expenditure against the allocated project budget.
<u>ENQUIRIES</u>	:	Mr S Vika Tel No: 040 608 1962

POST 21/189 : **ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO. ECHEALTH/AO:FM/AFDO/APL/37/06/2023**

SALARY CENTRE REQUIREMENTS : R294 321- R343 815 per annum (Level 7)
: Alfred Nzo, District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem-solving Computer Literacy Skills. Planning and organization. A valid driver's license.

DUTIES : Monitor and evaluate compliance of transport and fleet management legislations. Ensure compliance with transport / fleet legislation and procedure. Monitor regular maintenance and licensing of GG vehicles. Ensure completion of trip authorities in line with prescribed policies. Facilitate availability of infrastructure for safe keeping of GG vehicles. Provide required information on transport misuse investigation. Ensure proper completion and regular scrutiny of all transport and fleet management records. Development of vehicle inspection tool. Ensure inspection of identified defects attended. Ensure the optimal use of all FML-vehicles. Ensure and adhere to subsidies vehicle policies and procedures. Assist with the implementation of transport legislations. Rendering of transport advice to functionaries regarding transport procedures and policies. Assist with the coordination of the implementation of policy directives for Transport and Fleet Management in the regions. Identification of guidelines and policy gaps and invite inputs from stakeholders. Provide inputs in the development of Provincial Policies. Assist in the development of proactive strategies to prevent transport malpractices in the department. Perform administrative and related functions. Ensure that reports are done and submitted timeously. Ensure that filing of records is maintained in line with relevant standards. Responsible for assets allocated to the unit. Supervise staff, and mentor interns, experiential learners etc.

ENQUIRIES : Mr K. Praim Tel No: 039 797 6015

POST 21/190 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/CMH/APL/38/06/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R345 815 per annum (Level 7)
: Buffalo City Metro, Cecilia Makiwane Regional Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms N Matshaya Tel: 043 708 2121

POST 21/191 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/CHDO/APL/39/06/2023**

SALARY CENTRE : R294 321 – R345 815 per annum (Level 7)
: Chris Hani, District Office

- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr S Tshabalala Tel no 045 8071110/1101.
- POST 21/192** : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HR-P/AD/APL/40/06/2023 (3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 7)
: Amathole, District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Ms N Nene Tel no: 043 707 6748.
- POST 21/193** : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HR-P/MDH/APL/41/06/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 7)
: Sarah Baartman, Midlands Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license will be an added advantage.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods)

Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms M.Human Tel no 049 807 7739

POST 21/194 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/CHDO/APL/42/06/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 7)
 : Chris Hani, District Office
 : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks, and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Mr S Tshabalala Tel no 045 8071110/1101.

POST 21/195 : **CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/DRH/APL/43/06/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 7)
 : Nelson Mandela Metro, Dora Nginza Regional Hospital
 : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Archives Management/Records/Document Management with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organizational skills; analytical and problem-solving skills; personal & interpersonal skills; effective time management; organizational skills; document and content management will be an added advantage.

DUTIES : Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by

		archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel no 041 406 4421
<u>POST 21/196</u>	:	<u>CHIEF REGISTRY CLERK REF NO: ECHEALTH/HR-P/MH/APL/44/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 7) Buffalo City Metro, District Office
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Archives Management/Records/Document Management with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organizational skills; analytical and problem-solving skills; personal & interpersonal skills; effective time management; organizational skills; document and content management will be an added advantage.
<u>DUTIES</u>	:	Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.
<u>ENQUIRIES</u>	:	Tel no 043 708 1700.
<u>POST 21/197</u>	:	<u>ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/MH/APL/45/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 7) Chris Hani, Molteno Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.
<u>DUTIES</u>	:	To provide an efficient and comprehensive ward administration, mortuary and potting services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development
<u>ENQUIRIES</u>	:	Dr A Tongo Tel no: 045 967 0089

POST 21/198 : **ADMINISTRATION OFFICER** **REF** **NO.**
ECHEALTH/AO/STLC/APL/46/06/2023

SALARY : R294 321 - R343 815 per annum (Level 7)
CENTRE : OR Tambo, Lucy's Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analyzing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development

ENQUIRIES : Ms Mayikana, Tel: 047 532 6259

POST 21/199 : **FINANCIAL PRACTITIONER** **REF** **NO.**
ECHEALTH/FP/BBH/APL/47/06/2023

SALARY : R294 321 - R343 815 per annum (Level 7)
CENTRE : OR Tambo, Bambisana Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting, or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

DUTIES : Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

ENQUIRIES : Mr. S Mahlangeni –Tel No: 039 253 7262.

POST 21/200 : **FINANCIAL PRACTITIONER REF NO.**
ECHEALTH/FP/BBH/APL/48/06/2023

SALARY CENTRE REQUIREMENTS : R294 321 - R343 815 per annum (Level 7)
 : OR Tambo, Isilimela Hospital
 : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting, or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

DUTIES : Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

ENQUIRIES : Ms. N Gwiji, Tel: 047 564 2805/2/2

POST 21/201 : **FINANCIAL PRACTITIONER REF NO.**
ECHEALTH/FP/NKH/APL/49/06/2023

SALARY CENTRE REQUIREMENTS : R294 321- R343 815 per annum (Level 7)
 : OR Tambo, Nessie Knight Hospital
 : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting, or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

DUTIES : Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

ENQUIRIES : Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

POST 21/202 : **FINANCIAL PRACTITIONER REF NO.**
ECHEALTH/FP/CVH/APL/50/06/2023

SALARY CENTRE REQUIREMENTS : R294 321 - R343 815 per annum (Level 7)
 : Chris Hani, Cofimvaba Hospital
 : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

DUTIES : Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports, and related duties.

ENQUIRIES : Ms N Somlota –Tel No 047 874 0111.

POST 21/203 : **FINANCIAL PRACTITIONER: SALARIES REF NO.**
ECHEALTH/FP/ORDO/APL/51/06/2023

SALARY CENTRE REQUIREMENTS : R294 321- R343 815 per annum (Level 7)
 : OR Tambo, District Office
 : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1- 2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage

DUTIES : To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.

ENQUIRIES : Ms X Mtimba Tel 047 502 9000.

POST 21/204 : **FINANCIAL PRACTITIONER: SALARIES REF NO.**
ECHEALTH/FP/CHDO/APL/52/06/2023

SALARY CENTRE REQUIREMENTS : R294 321- R343 815 per annum (Level 7)
 : Chris Hani, District Office
 : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working

		environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage
<u>DUTIES</u>	:	To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.
<u>ENQUIRIES</u>	:	Mr S Tshabalala Tel no 045 8071110/1101.
<u>POST 21/205</u>	:	<u>FINANCIAL PRACTITIONER: PRE-AUDIT REF NO. ECHEALTH/FP/ORDO/APL/53/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321- R343 815 per annum (Level 7)
	:	OR Tambo, District Office
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized in Commerce or Internal Audit or Accounting or Cost & Management Accountant or Financial Management or SCM or other relevant qualifications coupled with 1 - 2 years' experience within the public sector internal control / pre-audit unit. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA), Tender Board Regulation, Preferential Procurement Policy Framework Act (PPFFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organizational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. Finance, HR and SCM prescripts. A valid driver's license.
<u>DUTIES</u>	:	Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Pre-audit the authenticity of commitments & ensure completeness and accuracy. Receiving and checking of salary related payments. Pre-audit the validity, accuracy & completeness of S&T claims. Check correctness and the authenticity of payment batches to ensure their validity, completeness, accuracy & ensure that they have been authorized by appropriate officials as per the delegations. Analyze batches submitted to check adherence with PFMA, treasury regulations, HR Policies and other prescripts. Verify correctness and compliance of calculations of commitments and payments and issue payment certificates. Reporting on unauthorized, irregular, and fruitless expenditure. Perform administrative duties for the unit.
<u>ENQUIRIES</u>	:	Ms X Mtimba Tel 047 502 9000.
<u>POST 21/206</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/CH/APL/01/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R334 194 per annum (Level 7)
	:	OR TAMBO Canzibe Hospital
	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms. Sowandle Tel No: 047 568 8291/2/3
<u>POST 21/207</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/CH/01/06/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R334 194 per annum (Level 7)
	:	Alfred Nzo, Greenville Hospital

<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Mr. Bango– Tel no: 039 251 3009.
<u>POST 21/208</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/CH/01/06/2023</u>
<u>SALARY</u>	:	R294 321 – R334 194 per annum (Level 7)
<u>CENTRE</u>	:	Alfred Nzo, Madzikane KaZulu Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Mr. Sigola Tel no 039 255 8200/11/12.
<u>POST 21/209</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/CH/01/06/2023</u>
<u>SALARY</u>	:	R294 321 – R334 194 per annum (Level 7)
<u>CENTRE</u>	:	Chris Hani, Indwe Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Mr. Gouws Tel no. 045 952 1030
<u>POST 21/210</u>	:	<u>CLINICAL ASSOCIATE REF NO. ECHEALTH/CLINA/GGH/01/06/2023</u>
<u>SALARY</u>	:	R294 321 – R334 194 per annum (Level 7)
<u>CENTRE</u>	:	Chris Hani, Glen Grey Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms N Ralushe Tel no: 047 878 2800.
<u>POST 21/211</u>	:	<u>ARTISAN PRODUCTION GRADE A</u>
<u>SALARY</u>	:	Grade A: R220 533 - R244 737 per annum (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital Ref No: ECHEALTH/AP/DRH/APL/01/06/2023 Ref No: ECHEALTH/AP/CFDNRHL/01/06/2023

<u>REQUIREMENTS</u>	:	An applicant must be in possession of trade test certificate in 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 B Bomela Tel no 041 406 4421.
<u>POST 21/212</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO:</u> <u>ECHEALTH/AP/HH/APL/01/06/2023</u>
<u>SALARY</u>	:	Grade A: R220 533 - R244 737 per annum (OSD)
<u>CENTRE</u>	:	Chris Hani, Hewu 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>	:	Mr. U Malawana Tel No: 040 841 0133
<u>POST 21/213</u>	:	<u>ARTISAN PRODUCTION GRADE A (PLUMBING) REF NO:</u> <u>ECHEALTH/AP/FTH/APL/01//06/2023</u>
<u>SALARY</u>	:	Grade A: R220 533 - R244 737 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	An applicant must be in possession of a trade test Certificate as an Artisan Plumber with 3-5 years' experience post trade test qualification experience and a valid code B driver's licence.
<u>DUTIES</u>	:	To carry out Maintenance of Hospital Plumbing infrastructure in compliance with the Occupational Health and Safety Act Regulations and requirements. Maintenance: Inspect equipment and facilities for technical faults Repairs to plant, services and equipment Test repaired equipment and installations

against specifications. Service equipment and plant (facilities) according to schedule. Ensure that all tools and materials are available before commencing. Quality assure serviced and maintained equipment and or facilities. Assist with emergency breakdowns (including after-hour repairs) Carry out After Hour Standby duties. Assist with new installations and alterations. Perform Administrative and Related functions: Process and return to supervisor all completed Work requisitions. Ordering and control of maintenance materials as per stores requirements. Control over tools, cleaning materials and equipment. House Keeping- To keep workshop, workshop machinery, tools and equipment clean. Ensure that areas where work has been carried out, are left clean and safe for end users. Supervise and Mentor sub-ordinates.

ENQUIRIES : Ms. N Mathitshana Tel: 043 709 2487/ 2532

POST 21/214 : **ARTISAN PRODUCTION GRADE A (CARPENTRY) REF NO: ECHEALTH/AP/FTH/APL/01//06/2023**

SALARY : Grade A: R220 533 - R244 737 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in carpentry studies with 3-5 years' experience. Valid drivers' license is required.

DUTIES : To perform building related maintenance supervision and minor maintenance infrastructure projects implementation. Design: Produce designs according to specifications and within the limits of capability; Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Manage Trade Labourers, Tools and related assets. Maintenance: Inspect facilities for technical faults. Repair facilities according to recognized standards. Quality assure service and maintenance of facilities. Availability for after-hour emergency call-outs. Perform Admin and related functions: Keep and maintain job records. Supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures

ENQUIRIES : Ms. N Mathitshana Tel: 043 709 2487/ 2532

POST 21/215 : **FORENSIC PATHOLOGY OFFICER GR 1 REF NO. ECHEALTH/FPO/QFPS/APL/01/06/2023**

SALARY : R196 536 – R 222 615 per annum (OSD)
CENTRE : Chris Hani, Queenstown Forensic Pathology Service
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES : Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and

		laundry managements according to Occupational Health and Safety regulations.
<u>ENQUIRIES</u>	:	M Mathiso Tel no 045 858 8112
<u>POST 21/216</u>	:	<u>REGISTRY CLERK REF NO. ECHEALTH/RC/AD/APL/54/06/2023 (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 5) Amathole, District Office
	:	Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. 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 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.
<u>ENQUIRIES</u>	:	Ms N Nene Tel no: 043 707 6748.
<u>POST 21/217</u>	:	<u>FINANCE CLERK REF NO. ECHEALTH/FC/STPH/APL/55/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 5) Alfred Nzo, St Patrick's Hospital
	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<u>DUTIES</u>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtor's account.
<u>ENQUIRIES</u>	:	Ms Gxaweni; Tel No. 039 251 0236.
<u>POST 21/218</u>	:	<u>FINANCE CLERK REF NO. ECHEALTH/FC/FEPH/APL/56/03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 5) Sarah Baartman, Fort England Psychiatric Hospital
	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to

		maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<u>DUTIES</u>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<u>ENQUIRIES</u>	:	Ms X Nazo Tel no: 046 602 2336
<u>POST 21/219</u>	:	<u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FRH/APL/57/09/2023 (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum (Level 5)
	:	Chris Hani, Frontier Regional Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.
<u>DUTIES</u>	:	Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms P Marongo, Tel: 045 808 4272.
<u>POST 21/220</u>	:	<u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/ISH/APL/58/06/2022 (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum (Level 5)
	:	OR Tambo, Isilimela Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.
<u>DUTIES</u>	:	Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms N Gwiji – Tel no 047 564 2805/2/3
<u>POST 21/221</u>	:	<u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HCH/APL/59/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 5)
	:	OR Tambo, Holy Cross Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.

DUTIES : Compliance with Financial Regulations. Process creditor payments / departmental liabilities i.e. of supplier's service providers within 30 days as per the PFMA and Treasury Regulations. Compile batches on Creditors Payment before submission for checking and verification. Ensure that allocations used in payment vouchers are correct according to documentations. Ensure that all invoices are received, captured, and updated on Payment Monitoring Tool. Verify bank account details before capturing invoices, adding invoices, and capturing creditor payment on LOGIS. Reconcile supplier monthly statements to ensure that all outstanding invoices are paid. Do payment enquiry on BAS and write disbursement details on Creditor Payment Advice. Handle queries concerning outstanding creditor payments. Follow up on failed creditor payments ensuring creditor payment is done in specified time. File Creditor Payment voucher in BAS payment number sequence and capture payment voucher on PVRems. Ensure safekeeping of all financial documents. Prepare Payment Monitoring Tool (PMT). Reports to Supervisor.

ENQUIRIES : Ms. Mbutye, Tel no 039 252 2026

POST 21/222 : **ADMINISTRATION CLERK (2 POSTS)**

SALARY CENTRE : R202 233 - R235 611 per annum (Level 5)
 : Lilitha Nursing College, Dora Nginza Sub-Campus Ref No. ECHEALTH/AC/LILITH-DORA/APL/60/06/2023 (1 Post)
 : All Saints Sub-Campus Ref No. ECHEALTH/AC/LILITH-ALS/APL/60/06/2022 (1 Post)

REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. Sound knowledge of government Prescript E.g. Constitution, Labour Relations, Promotion of Access to Information, Public Service Act. Problem-solving skills and good analytic skills. General computer skills such as MS Word, Excel, MS Office suite and Outlook. Demonstrable competency, Professionally, Accountable and with Credibility Ability to work independently. One (1) year Public Service internship program experience will be given preference.

DUTIES : Provide high level administration 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 the line functionaries. Draft correspondence to members of the public, other organization state Departments. Liase with corporate with all matters pertaining to the administrative functioning of the office. Provide administrative support to staff in human resource, deliver mails and faxes within the office and render general administrative support such as filling, photocopying, receiving and dispatching documents.

ENQUIRIES : Ms PN Mene Tel No: 043 700 7917/24/28

POST 21/223 : **ADMINISTRATION CLERK (PROUREMENT)REF NO. ECHEALTH/AC/LILITH-PE/APL/61/06/2023**

SALARY CENTRE : R202 233- R235 611 per annum (Level 5)
 : Lilitha Nursing College, Port Elizabeth Campus
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. Sound knowledge of government Prescript E.g. Constitution, Labour Relations, Promotion of Access to Information, Public Service Act. Problem-solving skills and good analytic skills. General computer skills such as MS Word, Excel, MS Office suite and Outlook. Demonstrable competency, Professionally, Accountable and with Credibility Ability to work independently. One (1) year Public Service internship program experience will be given preference.

DUTIES : Obtain written quotes from suppliers. Complete the requisition form (VA2), sign it and have it approved by an authorized signatory in terms of departmental delegations? Commit the expenditure on BECS. Submit all documents to Budget Section to confirm availability of funds and have expenditure approved on-line. (BECS) by the relevant person. Record documents in the VA register. (Req date, Demand number, supplier, amount, date of submission to stores, order number). Submit documents to stores to generate an order. NB copies of the VA2 and quote must be retained. On receipt of the order, fax a copy to the supplier.

ENQUIRIES : Ms PN Mene Tel No: 043 700 7917/24/28

POST 21/224 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STUT/APL/62/06/2023**

SALARY : R202 233- R235 611 per annum (Level 5)
CENTRE : Amathole, Sutterheim Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mrs. Booï PP Tel No: 043 683 1313

POST 21/225 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ADO/APL/63/06/2023(2 POSTS)**

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Amathole, District Office
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms N Nene Tel no: 043 707 6748.

POST 21/226 : **ADMINISTRATION CLERK (HOSPITAL & PATIENT ADMIN) REF NO. ECHEALTH/AC/ANDRIS/APL/64/06/2023**

SALARY : R202 233- R235 611 per annum (Level 5)
CENTRE : Sarah Baartman, Andries Vooslo Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.

DUTIES : Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures, and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms M Plaatjies Tel No: 042 243 1313

<u>POST 21/227</u>	:	<u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CZH/APL/65/06/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 5)
<u>CENTE</u>	:	OR Tambo District, Canzibe Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Solwandle – Tel No: 047568 8291/2/3
<u>POST 21/228</u>	:	<u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STBH/APL/66/06/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 5)
<u>CENTRE</u>	:	OR Tambo, St Barnabas Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Ndamase –Tel no 047 555 5300
<u>POST 21/229</u>	:	<u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MAH/APL/67/06/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 5)
<u>CENTRE</u>	:	Alfred Nzo, Mount Ayliff Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mrs O Joka Tel No: 039 254 0236
<u>POST 21/230</u>	:	<u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STPH/APL/68/03/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 5)
<u>CENTRE</u>	:	Alfred Nzo, St Patrick's Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal

and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Gxaweni Tel No: 039 251 0236

POST 21/231 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STLH/APL/69/06/2023**

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : OR Tambo, St Lucy's hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Mayikana Tel No: 047 532 6259

POST 21/232 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MRH/APL/70/06/2023**

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : OR Tambo, Mthatha Regional hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

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

POST 21/233 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HH/APL/71/06/2023**

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Chris Hani, Hewu hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the

administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES :

Mr U Malwana Tel no 040 841 0133

POST 21/234 :

ADMINISTRATION CLERK REF NO.
ECHEALTH/AC/SSGH/APL/72/06/2023 (5 POSTS)

SALARY :
CENTRE :
REQUIREMENTS :

R202 233 – R235 611 per annum (Level 5)
Amathole, SS Gida Hospital
National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.

DUTIES :

Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES :

Tel no 040 658 0043.

POST 21/235 :

HUMAN RESOURCE CLERK REF NO.
ECHEALTH/HRC/ZH/APL/73/06/2023

SALARY :
CENTRE :
REQUIREMENTS :

R202 233 – R235 611 per annum (Level 5)
OR Tambo, Zithulele hospital
National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES :

Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES :

Mr K Sobetwa, Tel: 047 573 8936

POST 21/236 :

HUMAN RESOURCE CLERK REF NO.
ECHEALTH/HRC/DRH/APL/74/06/2023

SALARY :
CENTRE :
REQUIREMENTS :

R202 233 – R235 611 per annum (Level 5)
Nelson Mandela Metro, Dora Nginza Regional Hospital
National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures, and prescripts. One (1) year public service internship programme experience will be given preference.

DUTIES :

Render all PERSAL services including remuneration services. Provide recruitment, selection, and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES :

Ms B Bomela Tel no 041 406 4421

POST 21/237 : **HUMAN RESOURCE DEVELOPMENT CLERK REF NO.**
ECHEALTH/HRD/SBDO/APL/75/06/2023

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Sarah Baartman, District Office
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. National Diploma (NQF Level 6) in Human Resources Management /Human Resource Development/ Management of Training will serve as an added advantage. Knowledge of Skills Development Act and PSR, PSA and Framework. One (1) year Public service internship programme experience, within Human Resources Development/Training & Development, will be given preference. Good communication skills (verbal and written). Ability to work in a team and independently and maintain confidentiality. Computer literate in Microsoft Office Applications.

DUTIES : Assist in conducting training needs analysis and development of the Department's Workplace Skills Plan (WSP). Provide logistic arrangement of the Training and Development programmes. Assist in the administration of the Bursary Scheme. Provide administration support in the placement of youth in workplaces to enable them to gain experiential learning. Assist on logistics during the boarding and Orientation Programmes as well as the Internship and Learnership Programmes. Administer the implementation and facilitate compulsory induction programme to new entrants into public service. Assist in the management of performance agreement for employees. Assist in the implementation of personnel development plans of employees. Assist in the coordination of moderating committees, Performance Assessment Appeal Panel. Administration of PMDS database submissions. Manage the compilation of Quarterly and compliance reports on the status of PMDS. Manage the maintenance of accurate records of PMDS. Ensure that the assessments are correctly done and assist managers with this. Ensure that assessments are done bi-annually and annually. Perform budget calculations for performance. Assist in ensuring the implementation of the identified trainings according to Performance Agreements/Assessments and serve as scribe during skills development meetings. Ensure that the Performance agreements and work plans are aligned through the various levels and submitted. Monitor probations, capture PMDS related transactions or activities on PERSAL and the submission of quarterly and annual reports.

ENQUIRIES : Ms T. Mpitimpiti Tel no: 041 408 8509

POST 21/238 : **HUMAN RESOURCE CLERK REF NO.**
ECHEALTH/HRC/STLC/APL/76/06/2023

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : OR Tambo, St Lucy's hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year public service internship programme experience will be given preference.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection, and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Ms Mayikana Tel no 047 532 6259.

POST 21/239 : **HUMAN RESOURCE CLERK REF NO.**
ECHEALTH/HRC/UPH/APL/77/06/2023 (2 POSTS)

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and

standards. Knowledge of HR policies, procedures, and prescripts. One (1) year public service internship programme experience will be given preference.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection, and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Mr. P Oosthuizen Tel no: 041 995 1129.

POST 21/240 : **HUMAN RESOURCE CLERK REF NO.**
ECHEALTH/HRC/FEPH/APL/78/06/2023

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures, and prescripts. One (1) year public service internship programme experience will be given preference.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection, and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

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

POST 21/241 : **HUMAN RESOURCE CLERK REF NO.**
ECHEALTH/HRC/STB/APL/79/06/2023

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Or Tambo, St Barnabas Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures, and prescripts. One (1) year public service internship programme experience will be given preference.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection, and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Ms Ndamase Tel no 047 555 5300

POST 21/242 : **HUMAN RESOURCE CLERK REF NO.**
ECHEALTH/HRC/MH/APL/81/06/2023

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Sarah Baartman, Midlands Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures, and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection, and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Ms M.Human Tel no 049 807 7739

POST 21/243 : **WARD ADMINISTRATION CLERK REF NO.**
ECHEALTH/WC/MTRH/APL/82/06/2023

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : OR Tambo, Mthatha Regional Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year public service internship programme experience will be given preference.

DUTIES : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges, and transfers. Keep notice boards neat, relevant, and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photocopies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

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

POST 21/244 : **ADMINISTRATION CLERK REF NO.**
ECHEALTH/AC/SERH/APL/83/06/2023

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : OR Tambo, St Elizabeth Regional Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness, and consistency. Compile routine statistical information/reports). Receive, register, and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mrs T Duntsula – Tel no: 039 253 5012

POST 21/245 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FTH/APL/84/06/2023**

SALARY : R202 233 – R235 611 per annum (Level 5)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness, and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

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

POST 21/246 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MDZ/APL/85/06/2023 (2 POSTS)**

SLARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 5)
: Alfred Nzo, Madzikane KaZulu Memorial Hospital
: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr. Sigola Tel no 039 255 8200/11/12.

POST 21/247 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KPH/APL/86/06/2023 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 5)
: Chris Hani, Komani Psychiatric Hospital
: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness, and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mrs. A Sokutu Tel No: 045 858 8400

POST 21/248 : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/IH/APL/87/06/2023 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 5)
: OR Tambo, Isilimela Hospital
: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms N Gwiji, Tel: 047 564 2805/2/3

POST 21/249 : **WARD ADMINISTRATION CLERK REF NO. ECHEALTH/WC/STBH/APL/88/06/2023**

SALARY : R202 233 – R235 611 per annum (Level 5)

CENTRE REQUIREMENTS : OR Tambo District, St Barnabas Hospital
 : National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photocopies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

ENQUIRIES : Ms Ndamase Tel No: 047 555 5300

POST 21/250 : **LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/CH/APL/89/06/2023**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 5)
 : Chris Hani, Cala Hospital
 : Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES : Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).

ENQUIRIES : Ms S Ziselo – Tel no: 047 874 8000

POST 21/251 : **LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/IH/APL/90/06/2023**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 5)
 : OR Tambo, Isilimela Hospital
 : Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES : Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).

ENQUIRIES : Ms N Gwiji Tel: 047 564 2805/2/3

POST 21/252 : **FORENSIC PATHOLOGY OFFICER GR 1 REF NO. ECHEALTH/FPO/NMMD/APL/01/06/2023**

SALARY CENTRE REQUIREMENTS : R196 536 – R222 615 per annum (OSD)
 : Nelson Mandela Metro, Forensic Pathology Service
 : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at

various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES : Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES : Mr J Jenniker Tel No: 041 373 1525

POST 21/253 : **LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/NKH/APL/91/06/2023**

SALARY : R171 537 – R199 461 per annum (Level 4)
CENTRE : OR Tambo, Nessie Knight Hospital
REQUIREMENTS : National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.

DUTIES : Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.

ENQUIRIES : Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

POST 21/254 : **LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/NKH/APL/92/06/2023 (2 POSTS)**

SALARY : R171 537 – R199 461 per annum (Level 4)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.

DUTIES : Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.

ENQUIRIES : Ms L Mabanga, Tel: 041 402 2348

POST 21/255 : **LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/TBH/APL/93/06/2023**

SALARY : R171 537 – R199 461 per annum (Level 4)
CENTRE : Alfred Nzo, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS : National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.

DUTIES : Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for

stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.
Mr. Kholiso Tel no 039 737 3107

ENQUIRIES

POST 21/256

HOUSEKEEPING SUPERVISOR REF NO.
ECHEALTH/HS/FRG/APL/94/06/2023

SALARY
CENTRE
REQUIREMENTS

R171 537 – R199 461 per annum (Level 4)
Chris Hani, Frontier Regional Hospital
ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping, and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES

Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

ENQUIRIES

Ms P Marongo Tel No: 045 808 4272.

POST 21/257

HOUSEKEEPING SUPERVISOR REF NO.
ECHEALTH/HS/STBH/APL/95/06/2023

SALARY
CENTRE
REQUIREMENTS

R171 537 – R199 461 per annum (Level 4)
OR Tambo District, St Barbnabas Hospital
ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES

Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bedside, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping, and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general,

		housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.
<u>ENQUIRIES</u>	:	Ms Ndamase –Tel no 047 555 5300
<u>POST 21/258</u>	:	<u>HOUSEKEEPING SUPERVISOR REF NO.</u> <u>ECHEALTH/HS/SPH/APL/96/05/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 4)
<u>CENTRE</u>	:	Alfred Nzo, Sipepetu Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.
<u>DUTIES</u>	:	Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr. EF Madaka Tel: 039 255 0077.
<u>POST 21/259</u>	:	<u>HOUSEKEEPING SUPERVISOR REF NO.</u> <u>ECHEALTH/HS/JH/APL/97/06/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 4)
<u>CENTRE</u>	:	Sarah Baartman, Janesville Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.
<u>DUTIES</u>	:	Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically

		check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr T Marenene Tel No: 049 836 0086
<u>POST 21/260</u>	:	<u>DRIVER (HEAVY DUTY) REF NO:</u> <u>ECHEALTH/DRV/STHH/APL/98/06/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 4)
<u>CENTRE</u>	:	OR Tambo, St Elizabeth Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 10/14 driver's license and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<u>DUTIES</u>	:	Provide transport services: fill log sheets before and after trips. Receive Work instructions and respond. Receive and record documents. Load and dispatch items. Transport office from point A to Point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.
<u>ENQUIRIES</u>	:	Mrs T Duntsula – Tel no: 039 253 5012
<u>POST 21/261</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO.</u> <u>ECHEALTH/FSS/ETBH/APL/99/06/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 4)
<u>CENTRE</u>	:	Nelson Mandela Metro, Empilweni TB Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem-solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.
<u>DUTIES</u>	:	Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.
<u>ENQUIRIES</u>	:	Ms K Sinyahla Tel no: 041 406 7627
<u>POST 21/262</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO.</u> <u>ECHEALTH/FSS/ETBH/APL/100/06/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 4)
<u>CENTRE</u>	:	Sarah Baartman, Midlands Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem-solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.
<u>DUTIES</u>	:	Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the

Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.
Ms M.Human Tel no: 049 807 7739

ENQUIRIES

POST 21/263

CLIENT INFORMATION CLERK REF NO:
ECHEALTH/CIC/MPD/APL/101/06/2023

SALARY CENTRE REQUIREMENTS

R171 537 – R199 461 per annum (Level 4)
OR Tambo, Mthatha Pharmaceutical Depot
National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.
DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

ENQUIRIES

POST 21/264

CLIENT INFORMATION CLERK REF NO:
ECHEALTH/CIC/FTH/APL/102/06/2023

SALARY CENTRE REQUIREMENTS

R171 537 – R199 461 per annum (Level 4)
Buffalo City Metro, Frere Tertiary Hospital
National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.
DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

ENQUIRIES

POST 21/265

CLIENT INFORMATION CLERK REF NO:
ECHEALTH/CIC/BTWH/APL/103/06/2023

SALARY CENTRE

R171 537 – R199 461 per annum (Level 4)
Amathole, Butterworth Hospital

REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

ENQUIRIES : Ms P Mtshemla Tel no 047 401 9000

POST 21/266 : **CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/DRM/APL/104/06/2023**

SALARY CENTRE REQUIREMENTS : R171 537 – R199 461 per annum (Level 4)
 : OR Tambo, Dr Malizo Mpehle Memorial Hospital
 : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as: Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

ENQUIRIES : Ms Makalima Tel no 047 542 6300

POST 21/267 : **DATA CAPTURER REF NO. ECHEALTH/DC/UPH/APL/105/06/2023 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R171 537 – R199 461 per annum (Level 4)
 : Nelson Mandela Metro, Uitenhage Provincial Hospital
 : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update

and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Mr P Oosthuizen Tel no: 041 995 1129

POST 21/268 : **DATA CAPTURER (3 POSTS)**

SALARY : R171 537 – R199 461 per annum (Level 4)
CENTRE : Lilitha Nursing College, East London Central Office Ref No: ECHEALTH/DC/LILTH-EL/APL/106/06/2023 (1 Post)
All Saints Sub-Campus Ref No: ECHEALTH/DC/LILTH-ALS/APL/107/06/2023 (1Post)
Madwaleni Sub-Campus Ref No: ECHEALTH/DC/LILTH-MAD/APL/107/06/2023 (1Post)

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy (Microsoft Word & Excel) and ability to draw data. Self-propelled. Responsive person with positive attitude. Sound Knowledge of government prescripts e.g. Constitution, Labour Relations Act, Promotion of Access to information Act, Public Service Act. Planning and Organizing, optimal computer operation (hard and soft ware) Reporting and writing and presentation skills. Ability to work under pressure.

DUTIES : Organize and sort unprocessed, data capturing documentation for processing. Capture data and check for accuracy and amend where necessary, Safe, store and maintain captured data, Design data capturing templates, Input information on applicate databases. Deal with telephonic queries. Maintaining good filling systems. Recognize and identify problems and report to the supervisor, keep data capturing equipment in good working order by ensuring regular services and also report defects, Ensure proper safekeeping of confidential information. Shortlisted candidates will be required to undergo typing test. Capture routine transactions on computer such as transfer information from manual records to electronic documents. Provides routine and administrative maintenance services. Update and file records. Continuous updating of information on computer for reporting purposes. Maintain database. Retrieve information required.

ENQUIRIES : Ms PN Mene Tel No: 043 700 7917/24/28

POST 21/269 : **DATA CAPTURER REF NO. ECHEALTH/DC/LTH/APL/108/06/2023.**

SALARY : R171 537 – R199 461 per annum (Level 4)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms L Mabanga, Tel: 041 402 2348

POST 21/270 : **DATA CAPTURER REF NO. ECHEALTH/DC/STEH/APL/109/06/2023**

SALARY : R171 537 – R199 461 per annum (Level 4)
CENTRE : OR Tambo, St Elizabeth Regional Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and

		consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mrs T Duntsula – Tel no: 039 253 5012
<u>POST 21/271</u>	:	<u>DATA CAPTURER REF NO. ECHEALTH/DC/STBH/APL/110/06/2023 (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 4)
	:	OR Tambo, St Barnabas Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Ndamase –Tel no 047 555 5300
<u>POST 21/272</u>	:	<u>AUXILLARY WORKER REF NO. ECHEALTH/AW/STEL/APL/111/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 4)
	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	National Senior Certificate. Previous experience working in CSSD is an added advantage. Good communication skills and knowledge of Batho Pele principles.
<u>DUTIES</u>	:	Ensure effective and efficient control of infection, receive equipment from wards and theatres, Disinfect and arrange equipment. Ensure quality packaging, ensure adequate sterility, check steam sterilizer gauges for electrical power and steam apply Run an empty cycle, Bowie dick test and do biological test daily and keep Record. Make use of documentation system Label all packs with tracking labels and keep records, ensure self-development, conduct in-service training and Problem-solving skills
<u>ENQUIRIES</u>	:	Ms B Bomela Tel no 041 406 4421
<u>POST 21/273</u>	:	<u>AUXILLARY WORKER REF NO. ECHEALTH/AW/FTH/APL/112/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 4)
	:	Buffalo City Metro, Frere Tertiary Hospital
	:	National Senior Certificate. Previous experience working in CSSD is an added advantage. Good communication skills and knowledge of Batho Pele principles.
<u>DUTIES</u>	:	Ensure effective and efficient control of infection, receive equipment from wards and theatres, Disinfect and arrange equipment. Ensure quality packaging, ensure adequate sterility, check steam sterilizer gauges for electrical power and steam apply Run an empty cycle, Bowie dick test and do biological test daily and keep Record. Make use of documentation system Label all packs with tracking labels and keep records, ensure self-development, conduct in-service training and Problem solving skills
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel no: 043 709 2487/2532
<u>POST 21/274</u>	:	<u>MORTUARY ATTENDANT REF NO: ECHEALTH/MRT/FTH/APL/113/06/2023</u>
<u>SALARY CENTRE</u>	:	R171 537 – R199 461 per annum (Level 4)
	:	Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

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

POST 21/275 : **MORTUARY ATTENDANT REF NO.**
ECHEALTH/MRT//DRMAPL/114/06/2023

SALARY : R171 537 – R199 461 per annum (Level 4)

CENTRE : OR Tambo, Dr Malizo Memorial Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

ENQUIRIES : Ms Makalima Tel no 047 542 6300

POST 21/276 : **MORTUARY ATTENDANT REF NO.**
ECHEALTH/MRT/STEH/APL/115/06/2023

SALARY : R171 537 – R199 461 per annum (Level 4)

CENTRE : OR Tambo, St Elizabeth Regional Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

ENQUIRIES : Mrs T Duntsula – Tel No: 039 253 5012

POST 21/277 : **DRIVER REF NO. ECHEALTH/DRV/CH/APL/116/06/2023**

SALARY : R147 036 – R170 598 per annum (Level 3)

CENTRE : Chris Hani District, Cofimvaba hospital

REQUIREMENTS : National Senior Certificate/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's license and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify

vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

ENQUIRIES : Ms N Somlota –Tel No 047 874 0111

POST 21/278 : **DRIVER REF NO. ECHEALTH/DRV/FEPH/APL/117/06/2023**

SALARY : R147 036 – R170 598 per annum (Level 3)
CENTRE : Sarah Baartman, Fort England Psychiatric
REQUIREMENTS : National Senior Certificate/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

ENQUIRIES : Ms X Nazo Tel No: 042 602 2300

POST 21/279 : **DRIVER REF NO. ECHEALTH/DRV/LILTH-ALS/APL/118/06/2023**

SALARY : R147 036 – R170 598 per annum (Level 3)
CENTRE : Liliitha College, All Saints Sub-Campus
REQUIREMENTS : National Senior Certificate/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills.

DUTIES : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

ENQUIRIES : Ms PN Mene Tel No: 043 700 7917/24/28

POST 21/280 : **DRIVER REF NO. ECHEALTH/DRV/JGDO/APL/119/06/2023**

SALARY : R147 036 – R170 598 per annum (Level 3)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them.

Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

ENQUIRIES : Mr J.S Ndzinde Tel: 051 633 9631

POST 21/281 : **DRIVER REF NO. ECHEALTH/DRV/TBH/APL/120/06/2023**

SALARY CENTRE REQUIREMENTS : R147 036 – R170 598 per annum (Level 3)
: Alfred Nzo, Taylor Bequest Hospital (Matatiele)
: Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

ENQUIRIES : Mr. Kholiso Tel no 039 737 3107

POST 21/282 : **DRIVER REF NO. ECHEALTH/DRV/KBT/APL/121/06/2023**

SALARY CENTRE REQUIREMENTS : R147 036 – R170 598 per annum (Level 3)
: Alfred Nzo, Khotsong TB Hospital
: Grade 10/ Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

ENQUIRIES : Ms. A Lebata Tel No: 039 737 3801.

POST 21/283 : **STORES ASSISTANT REF NO. ECHEALTH/SA/STLAPL/122/06/2023**

SALARY CENTRE REQUIREMENTS : R147 036 – R170 598 per annum (Level 3)
: OR Tambo, St Lucy's Hospital
: ABET level 4 or NQF level 1 -3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post. Ability to work in a team and under pressure. Knowledge of Ordering and receiving of stock. Basic Health and safety measures. Health environment i.e. Hygiene& Bacterial contamination control measures. Basic literacy. Operation of trolleys.

DUTIES : Maintaining a clean, Hygienic, and clean environment. Controlling stock levels. Counting stock quarterly during stock taking. Receiving stock from suppliers in the absence of the Supervisor. Signing invoices, count if the stock supplies corresponds with the invoice and delivery note. Removal medical waste bags from wards to temporary storage area on a daily basis. Attending Compass Waste. Updating Bin card, Tally card availability. Capturing on LOGIS.

ENQUIRIES : Ms Mayikana Tel no 047 532 6259.

POST 21/284 : **CHIEF PORTER REF NO. ECHEALTH/PORC/DRH/APL/123/06/2023 (2 POSTS)**

SALARY : R147 036 – R170 598 per annum (Level 3)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms B Bomela Tel no 041 406 4421

POST 21/285 : **CHIEF PORTER REF NO. ECHEALTH/PORC/STH/APL/124/06/2023**

SALARY : R147 036 – R170 598 per annum (Level 3)
CENTRE : Sarah Baartman, Settlers Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms S Diva Tel No: 046 602 5046

POST 21/286 : **PORTER REF NO: ECHEALTH/POR/SSGH/APL/125/06/2023 (9 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Amathole District, SS Gida Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Tel no 040 658 0043

<u>POST 21/287</u>	:	<u>PORTER REF NO. ECHEALTH/POR/CH/APL/126/06/2023 (2 POSTS)</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Chris Hani, Cala Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Ms S Ziselo – Tel no: 047 874 8000
<u>POST 21/288</u>	:	<u>PORTER REF NO. ECHEALTH/POR/STEH/APL/127/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo, St Elizabeth Regional Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores, and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Mrs T Duntsula – Tel no: 039 253 5012
<u>POST 21/289</u>	:	<u>PORTER REF NO. ECHEALTH/POR/BUTH/APL/128/06/2023 (2 POSTS)</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Amathole, Butterworth Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel: 047 401 9000.

POST 21/290 : **PORTER REF NO. ECHEALTH/POR/KPH/APL/129/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani, Komani Psychiatric Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Mrs. A Sokutu Tel No: 045 858 8400

POST 21/291 : **PORTER REF NO. ECHEALTH/PORT/NH/APL/130/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Amathole, Nompumelelo Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms Mlotana, Tel: 040 673 3321

POST 21/292 : **PORTER REF NO. ECHEALTH/PORT/HWP/APL/131/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani, Hewu Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Mr U Malawana Tel No: 040410133

POST 21/293 : **PORTER REF NO. ECHEALTH/POR/ASH/APL/132/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani, All Saints Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms NP Gcaza – Tel no: 047 548 4104

POST 21/294 : **GENERAL WORKER REF NO. ECHEALTH/GW/ASH/APL/133/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani, All Saints Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms NP Gcaza – Tel no: 047 548 4104

POST 21/295 : **GENERAL WORKER REF NO. ECHEALTH/GW/SPTH/APL/134/06/2023 (3 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Alfred Nzo, Khotsong TB Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office

items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms. A Lebata Tel No: 039 737 3801

POST 21/296 : **GENERAL WORKER REF NO. ECHEALTH/GW/GGH/APL/135/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani, Glen Grey Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr A Sontamo Tel no: 047 878 2800.

POST 21/297 : **GENERAL WORKER REF NO. ECHEALTH/GW/FPS/APL/136/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Nelson Mandela Metro, Forensic Pathology Services
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr J Jenniker Tel No: 041 373 1525

POST 21/298 : **GENERAL WORKER REF NO. ECHEALTH/GW/NMDO/APL/137/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Nelson Mandela Metro, District Office
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical

- strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms. P Makuluma Tel No: 041 391 8164.
- POST 21/299** : **GENERAL WORKER REF NO. ECHEALTH/GW/SPTH/APL/138/06/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Amathole, Butterworth Hospital (Forensic Pathology Services Satellite Office)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms P Mtshemla Tel: 047 401 9000
- POST 21/300** : **GENERAL WORKER REF NO. ECHEALTH/GW/EDH/APL/139/06/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Nelson Mandela Metro District, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other

related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr E Felkers Tel no 041 585 2323

POST 21/301 : **GENERAL WORKER REF NO. ECHEALTH/GW/SPTH/APL/140/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Alfred Nzo, St Patrick’s Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms Gxaweni Tel No. 039 251 0236

POST 21/302 : **GENERAL WORKER REF NO. ECHEALTH/GW/GNH/APL/141/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Alfred Nzo District, Greenville Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr. Bango– Tel no: 039 251 3009.

POST 21/303 : **GENERAL WORKER REF NO. ECHEALTH/GW/MTD/APL/142/06/2023 (2 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : OR Tambo, Mthatha Pharmaceutical Depot
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment, and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr Diko: 047 531 1076/047532 2779

POST 21/304 : **GENERAL WORKER REF NO. ECHEALTH/GW/ZH/APL/143/06/2023 (3 POSTS)**

SALARY CENTRE REQUIREMENTS : R125 373 – R145 077 per annum (Level 2)
: OR Tambo District, Zithulele Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr. K Sobetwa Tel no: 047 573 8936/073 200 0217

POST 21/305 : **GENERAL WORKER REF NO. ECHEALTH/GW/CZH/APL/144/06/2023**

SALARY CENTRE REQUIREMENTS : R125 373 – R145 077 per annum (Level 2)
: OR Tambo District, Canzibe Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance, and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other

- related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms Solwandle – Tel: 047 568 8291/2/3
- POST 21/306** : **GENERAL WORKER REF NO: ECHEALTH/GW/SPTH/APL/145/06/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Nelson Mandela Metro, Empilweni TB Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms K Sinyahla Tel no: 041 406 7627.
- POST 21/307** : **GENERAL WORKER REF NO: ECHEALTH/GW/KPH/APL/146/06/2023 (2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani, Komani Psychiatric Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Mrs A Sokutu Tel No: 045 588 8400
- POST 21/308** : **GENERAL WORKER REF NO: ECHEALTH/GW/LILTH/APL/147/06/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Lilitha Nursing College, Queenstown Campus
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms PN Mene Tel No: 043 700 7917/24/28
- POST 21/309** : **GENERAL WORKER REF NO. ECHEALTH/GW/FTH/APL/148/06/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : ABET Grade 10 or equivalent 0-2 years cleaning experience, Occupational Health & Safety. Poses good communication skill. Honest and reliable, poses physical strength and cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Clean and take proper care if cleaning equipment and machinery used in daily activities. Clean work areas such as floors, walls, windows, furniture and equipment according to a cleaning schedule. Sweep and wash floors with disinfectant regularly so as to be clean of scuffs and marks, litter, dust and contaminants so as to further proper health care in a clean environment. Empty and clean wastepaper baskets and refuse bins. Store and safeguard cleaning materials and equipment. Clean and disinfect toilets more regularly to prevent contamination of nearby health facilities. Identify problems in the work environment and report these to the relevant service area manager. Perform routine tasks relating to the maintenance of the institution
- ENQUIRIES** : Ms N Mthitshana Tel No: 043 708 2121
- POST 21/310** : **LAUNDRY WORKER REF NO. ECHEALTH/LAUW/FRH/APL/149/06/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani, Frontier Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
- DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
- ENQUIRIES** : Ms P Marongo Tel No: 045 808 4272.
- POST 21/311** : **LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CH/APL/150/06/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 2)
CENTRE : Chris Hani District Office, Cofimvaba Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts

		especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms N Somlota –Tel no 047 874 0111.
<u>POST 21/312</u>	:	<u>LAUNDRY WORKER REF NO. ECHEALTH/LAUW/GGH/APL/151/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 2)
	:	Chris Hani, Glen Grey Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundries (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Mr A Sontamo Tel no: 047 878 2800
<u>POST 21/313</u>	:	<u>LAUNDRY WORKER REF NO. ECHEALTH/LAUW/SPH/APL/152/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 2)
	:	Alfred Nzo, Sipetu Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Mr. EF Madaka Tel: 039 255 0077

<u>POST 21/314</u>	:	<u>LAUNDRY WORKER REF NO. ECHEALTH/LAUW/NKH/APL/153/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo, Nessie Knight Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms O.N Sotsako- Tel No: 047 553 6007/8/9
<u>POST 21/315</u>	:	<u>LAUNDRY WORKER REF NO. ECHEALTH/LAUW/JPTH/APL/154/06/2023 (2 POSTS)</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Nelson Mandela Metro, Jose Pearson Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundries (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms N Klaasen Tel No: 041 372 8000.
<u>POST 21/316</u>	:	<u>LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CH/APL/155/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Chris Hani, Cofimvaba Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry

responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms N Somlota –Tel No 047 874 0111.

POST 21/317 : **LAUNDRY WORKER REF NO. ECHEALTH/LAUW/GGH/APL/156/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)

CENTRE : Chris Hani, Glen Grey Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Mr A Sontamo Tel no: 047 878 2800

POST 21/318 : **PROPERTY CARETAKER REF NO. ECHEALTH/PCT/STBH/APL/157/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)

CENTRE : OR Tambo District, St Barnabas hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs, and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

ENQUIRIES : Ms Ndamase Tel No: 047 555 5300.

POST 21/319 : **FOOD SERVICE AID REF NO. ECHEALTH/FSA/ASH/APL/158/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)

CENTRE : Chris Hani, All Saints Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service

areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
Ms NP Gcaza – Tel no: 047 548 4104

ENQUIRIES

POST 21/320

FOOD SERVICE AID REF NO. ECHEALTH/FSA/FEPH/APL/159/06/2023

SALARY CENTRE REQUIREMENTS

R125 373 – R145 077 per annum (Level 2)
Sarah Baartman, Fort England Psychiatric Hospital
ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES

Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES

Ms X Nazo Tel no: 046 602 2336

POST 21/321

FOOD SERVICE AID REF NO. ECHEALTH/FSA/COFIH/APL/160/06/2023 (2 POSTS)

SALARY CENTRE REQUIREMENTS

R125 373 – R145 077 per annum (Level 2)
Chris Hani District, Cofimvaba Hospital
ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES

Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES

Ms N Somlota –Tel no 047 874 0111.

POST 21/322

FOOD SERVICE AID REF NO. ECHEALTH/FSA/SPH/APL/161/06/2023

SALARY CENTRE

R125 373 – R145 077 per annum (Level 2)
Alfred Nzo District, Sipepetu Hospital

<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Mr. EF Madaka Tel: 039 255 0077
<u>ENQUIRIES</u>	:	
<u>POST 21/323</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSA/NKH/APL/162/06/2023</u>
<u>SALARY</u>	:	R125 373 – R147 077 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo, Nessie Knight Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms O.N Sotsako- Tel No: 047 553 6007/8/9.
<u>ENQUIRIES</u>	:	
<u>POST 21/324</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSA/ELTH/APL/163/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Chris Hani, Elliot Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery.

		Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms NB Puza Tel No: 045 931 1321
<u>ENQUIRIES</u>	:	
<u>POST 21/325</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSA/FRH/APL/164/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 2) Chris Hani, Frontier Regional Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms P Marongo Tel No: 045 808 4272
<u>ENQUIRIES</u>	:	
<u>POST 21/326</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSA/FTH/APL/165/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 2) Buffalo City Metro, Frere Tertiary Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms N Mthitshana Tel No: 043 708 2121
<u>ENQUIRIES</u>	:	
<u>POST 21/327</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSA/ETBH/APL/166/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 2) Nelson Mandela Metro, Empilweni TB Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial

<u>DUTIES</u>	:	contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms K Sinyahla Tel no: 041 406 7627.
<u>POST 21/328</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSA/STBH/APL/167/06/2023 (2 POSTS)</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo District, St Barnabas Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms Ndamase –Tel no 047 555 5300
<u>POST 21/329</u>	:	<u>HOUSEHOLD WORKER REF NO.</u> <u>ECHEALTH/HHW/STUTH/APL/168/10/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Amathole, Sutterheim Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.
<u>DUTIES</u>	:	Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated are as in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning

		machines and other related equipment. Requisition and replenish cleaning material as and when required.
<u>ENQUIRIES</u>	:	Mrs. Booï PP Tel 043 683 1313
<u>POST 21/330</u>	:	<u>CLEANER REF NO. ECHEALTH/STUTTH//APL/169/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077per annum (Level 2)
<u>CENTRE</u>	:	Amathole, Stutterheim Hospital
<u>REQUIREMENTS</u>	:	ABET or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toiles. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, op and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution Periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<u>ENQUIRIES</u>	:	Mrs. Booï PP Tel 043 683 1313
<u>POST 21/331</u>	:	<u>CLEANER REF NO. ECHEALTH/CL/KBH/APL/170/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Alfred Nzo, Khotsong TB Hospital
<u>REQUIREMENTS</u>	:	ABET or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toiles. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, op and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution Periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<u>ENQUIRIES</u>	:	Ms. A Lebata 039 737 3801.
<u>POST 21/332</u>	:	<u>PROPERTY CARE-TAKER REF NO. ECHEALTH/PTC/MDZK/APL/171/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Alfred Nzo District, Madzikane KaZulu Memorial Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery

and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr. Sigola Tel no 039 255 8200/11/12.

POST 21/333 : **OPERATOR REF NO. ECHEALTH/OP/CH/APL/172/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)

CENTRE : Chris Hani, Cala Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. A copy of a proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training will be required on the day of the interview. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage. Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

ENQUIRIES : Ms S Ziselo – Tel no: 047 874 8000

POST 21/334 : **OPERATOR REF NO. ECHEALTH/OP/MDZK/APL/173/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)

CENTRE : Alfred Nzo, Madzikane KaZulu Memorial Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. A copy of a proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training will be required on the day of the interview. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, weekends and public holidays. Relevant experience with driver's license will be an added advantage. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, weekends and public holidays. Relevant experience with driver's license will be an added advantage. Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

ENQUIRIES : Mr. Sigola Tel no 039 255 8200/11/12.

POST 21/335 : **OPERATOR REF NO. ECHEALTH/OP/STPH/APL/174/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 2)

CENTRE : Alfred Nzo District, St Patrick's Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. A copy of a proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training will be required on the day of the interview. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, weekends and public holidays. Relevant experience with driver's license will be an added advantage. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, weekends and public holidays. Relevant experience with driver's license will be an added advantage. Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

ENQUIRIES : Ms Gxaweni Tel No. 039 251 0236

<u>POST 21/336</u>	:	<u>OPERATOR REF NO. ECHEALTH/OP/DRH/APL/175/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. A copy of a proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training will be required on the day of the interview. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage
<u>DUTIES</u>	:	Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel no 041 406 4421
<u>POST 21/337</u>	:	<u>MESSANGER REF NO. ECHEALTH/MES/ANDRI/APL/176/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Sarah Baartman, Andries Vosloo Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organizing.
<u>DUTIES</u>	:	Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
<u>ENQUIRIES</u>	:	Ms M Plaatjies Tel No: 042 243 1313
<u>POST 21/338</u>	:	<u>TRADE LABOURER REF NO. ECHEALTH/TRL/ASH/APL/177/06/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 2)
<u>CENTRE</u>	:	Chris Hani, All Saints Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test, and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<u>ENQUIRIES</u>	:	Ms NP Gcaza – Tel no: 047 548 4104

POST 21/339 : **TRADE LABOURER REF NO. ECHEALTH/TRL/DRH/APL/01/178/06//2023 (2 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 2)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms B Bomela Tel no 041 406 4421.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: e-recruitment-bhisho@ecdpw.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: e-recruitment-bhisho@ecdpw.gov.za and not as specified, your application will be regarded as lost and will not be considered.

FOR ATTENTION : Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
CLOSING DATE : 07 July 2023

NOTE : Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce or attach the pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The

Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 21/340 : **DIRECTOR: FACILITIES MANAGEMENT REF NO: DPWI 01/06/2023 (X1 POST)**

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

National Senior Certificate, Bachelor's Degree NQF Level 7 in any Built environment discipline/Property related discipline. 5 years' relevant experience at MMS Level in Facilities Management. Pre-entry certificate for the Senior Management Service (SMS). A valid driver's licence. Knowledge And Skills: Public Service Act. Public Service Regulation of 2016. PFMA. Applicable legislation and prescripts. Policies and procedures. Citizen focus and responsiveness. Develop other. Applied technology. Strategic thinking. People management. Networking. Diversity management. Report writing. Computer literacy. Negotiation. Communication. Information management. Presentation. Budget and financial management. Project management. Problem solving and conflict management Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem-Solving Analysis, Client orientation and customer focus, Communication

DUTIES : Manage facilities managements' minor and major maintenance projects. Manage and control reactive and preventative maintenance services in a timely and cost efficient manner. Manage the development and implementation of monitoring of quality standards of all projects. Manage and monitor implementation of planned and unplanned maintenance projects. Coordinate Provincial Maintenance projects. Manage maintenances projects and soft services for Provincial Departments. Manage Prestige Services. Manage the allocated resources

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/341 : **DISTRICT DIRECTOR REF NO: DPWI 02/06/2023 (X1 POST)**
 Re-Advert: Applicants that previously applied may re-apply

SALARY : R1 162 200 per annum (Level 13), an all-inclusive remuneration package
CENTRE : Nelson Mandela Bay Metro (Gqeberha)
REQUIREMENTS :

National Senior Certificate, Bachelor's Degree NQF Level 7 in Engineering (Civil/Structural)/ Architect/Quantity Surveyor/ Project Management/ any Built environment disciplines or equivalent qualification with 5 years' relevant experience at middle management level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory A valid driver's license. Knowledge and Skills: Building Regulations and Standards. Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public Service Act. Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational framework of the Public Finance Management Act. Ability to work in a culturally diverse environment and lead cultural intervention and change management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy. Good interpersonal skills and negotiation skills. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative,

- Problem Solving Analysis, Client orientation and customer focus, Communication.
- DUTIES** : Coordinate the management of government fixed assets. Coordinate the management of construction and maintenance of state owned buildings. Coordinate the implementation of Expanded Public Works Programme. Coordinate the Management of corporate Services. Coordinate the implementation of supply chain management system. Manage provision of stakeholder relations, communication and special programmes services. Manage allocated resources. Manage the risks of the District as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Manage allocated resources.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

OTHER POSTS

- POST 21/342** : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: DPWI 03/06/2023 (X1 POST)**

- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), an all-inclusive remuneration package (Bhisho)
: National Senior Certificate/National Diploma NQF Level 6 with three (3) years' relevant experience in ICT at Assistant Director Level. A valid driver's license. Knowledge And Skills: SACSA/090/1(4) "Communication Security in the RSA". Protection of Information Act (Act no 84 of 1982). Protected Disclosure Act (Act no 2 of 2000). Copyright Act (Act no 98 of 1978). Minimum Information Security Standards Microsoft operations framework Research/analysis. Procurement directives and procedures SITA Act/Regulations Computer systems analysis. Computer network administration. Ability to operate computer (hardware and software). Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Project management principles. Performance management principles. Competencies: Analytical skills. Computer systems analysis. Computer literate. Leadership skills.
- DUTIES** : Develop policies, systems and procedures for LAN and WAN Develop and review ICT policies and procedures in line with the ICT Governance. Manage cost-effective solution, reliable and secure ICT Infrastructure. Manage implementation of Disaster Recovery and Business Continuity Plan. Conduct research on improvement of current ICT Infrastructure and services. Manage the allocated resources.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

- POST 21/343** : **DEPUTY DIRECTOR: INFORMATION SECURITY, VETTING AND SECURITY INVESTIGATION REF NO: DPWI 04/06/2023 (X1 POST)**

- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), an all-inclusive remuneration package (Bhisho)
: National Senior Certificate, National Diploma NQF Level 6 in Criminology/Law/Security Risk Management/Security Management/Policing as recognized by SAQA with three (3) years' relevant security related experience at Assistant Director Level. A valid driver's license. Knowledge and Skills: All acts regulating Security Management, Public Service Act, Public Service Regulations, SSA/NIA. Competencies: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.
- DUTIES** : Managing and coordinate the implementation of security in the department. Facilitate the development of pre-screening strategies and procedures in the Department. Facilitate the development and identification of strategies to combat or reduce security breaches in the Department and implementation. Manage and coordinate the implementation of pre-screening in the department. Manage and Coordinate the implementation of vetting and

		screening in the department. Management and coordinate the investigation of security breaches in the department. Manage allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/344</u>	:	<u>DEPUTY DIRECTOR: BUSINESS CONTINUITY AND ETHICS REF NO: DPWI 05/06/2023 (X1 POST)</u> Risk Anti-Corruption and Integrity Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), an all-inclusive remuneration package (Bhisho) National Senior Certificate, National Diploma NQF Level 6 in Business Continuity Management/ Disaster Management/Risk Management/Business Management/Administration or related field. A post graduate qualification in Business Management/Administration will serve as an added advantage. Must be certified in Business Continuity Management. Certified Risk Management Practitioner/Certified Ethics Officer shall be an added advantage. Driver's License is compulsory. Experience in Business Continuity Management, Risk Management (with demonstrable work on Business Continuity), Disaster Recovery, crisis and/ or incident management processes relevant experience with three years (3) at an Assistant Director Level. Knowledge and Skills: The incumbent must have thorough understanding of risk, business continuity and ethics management methodologies, processes and practices. Excellent strategic and leadership capabilities, coordination, planning, and organising skills. Problem solving, analytical and interpersonal skills. Ability to think through hypothetical situations and concepts and to identify business continuity risks and weaknesses in various business processes. Ability to collaborate with others to develop business continuity and disaster recovery plans. Ability to work with multi-disciplinary teams. Excellent communication skills. Proficient with Microsoft office suite or related software. Extensive knowledge of Knowledge of PFMA, Public Service Act and Regulations, Public Service Act, National Treasury Regulations, King Code on Corporate Governance IV, Occupational Health Safety Act (OHS). Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Promotion of Personal Information Act (POPIA). Disaster Management. ISO 3100 on Risk Management; ISO 22301 Business Continuity, Public Sector Risk Management Framework, COSO Integrated Risk Management Framework.
<u>DUTIES</u>	:	Manage the development of Business Continuity Strategies, policies and plans. Manage & monitor implementation of entity- wide business continuity and response arrangements. Monitoring the implementation of Business Continuity plan and process. Manage the implementation of the Ethics and Integrity Management in the Department. Develops and maintains a business recovery plan and procedure; reviews, revises, and expands existing plans and protocols. Conducts Business Continuity risk assessments for various departments and functions, analyzing potential business impact of unpredictable business interruptions such as natural disasters, security breaches, legal claims, and IT disruptions. Works with health, safety, and security staff and other internal business units to align the organizations emergency management plan with established best practices and community standards. Manage the coordination of ethics and integrity management plan in the department. Manage the reporting of Business Continuity, Ethics & Integrity management activities to the Chief Risk Officer, Risk & Ethics Management Committee and Audit Committee. Manage human and financial resources under the custody of the function. Manage the performance of the staff in the sub-directorate. Performs other related duties as assigned.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/345</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DPWI 06/06/2023 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), an all-inclusive remuneration package Joe Gqabi District (Aliwal North) National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Management/Public Administration as recognized by

- SAQA with three (3) years' relevant experience at Assistant Director Level. A valid driver's license. Knowledge and Skills: All acts regulating HRM, Public Service Act, Public Service Regulations, Corporate Governance of ICT Policy Framework, Archives and Records Management Act. Competencies: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.
- DUTIES** : Manage Human Resources and Administration services, Recruitment, selection and placement of employees. Manage Human Resource Development. Manage Employee Health and Wellness. Manage Employment Relations. Manage network and IT Infrastructure. Manage Office Services. Manage allocated resources.
- ENQUIRIES** : Can be directed to Mr P. Makhele Tel No: (051) 611 9800 / Mr M. Tshwaku Tel No: (051) 611 9800
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/346** : **DEPUTY DIRECTOR: SPECIAL PROGRAMMES UNIT REF NO: DPWI 07/06/2023 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), an all-inclusive remuneration package (Bhisho)
: National Senior Certificate, National Diploma NQF Level 6 in Social Science, Business Management, Public Management/Public Administration with three (3) years relevant experience at Assistant Director Level. A valid driver's license. Knowledge and Skills: Job Knowledge. Accountability and Responsibility. Leadership. Planning and Execution. Communication. Basic condition of Employment Act. Employment Equity Act. Treasury Regulations. Public Finance Management Act (PFMA), Labour Relations, Act No. 75 of 1995. Skills Development, Act No.97 of 1999. Constitution of the Republic of South Africa, Act No. 108 of 1996. Public Service Act, Proclamation 103 of 1994 as amended. Public Service Regulations, 2016. Public Finance Management Act (PFMA), Promotion of Access to Information Act, All youth development prescripts. All disability prescripts. All women and gender prescripts. Military veteran's policy. Labour Relations Act, 1995. Employment Equity Act, 1998. Basic Conditions of Employment Act, 1997.
- DUTIES** : Integrated Strategy and Plan: Establish consultative forum with all departmental programmes and Regions. Establish focus groups to develop strategies for each group. Report on progress made with regard to issues of Special Programmes and empowerment of designated group. Coordinate, promote and ensure participation of all departmental programmes in ensuring mainstreaming and integration of SPU in the mainstream of the department. Mainstreaming: Co-ordinate participation of all departmental Programmes in relevant activities Monitor implementation of Employment Equity Plan. Co-ordinate integration of universal access Advocacy: Conduct awareness programmes on the rights and opportunities for vulnerable groups. Promote equal opportunities for Women, Women with disabilities, Elderly, Children and Military Veterans: Initiate partnership with both internal and external stakeholders. Empowerment: Leadership Development initiatives. Assess youth and women representivity in management of contractors doing business with the department.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/347** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: DPWI 08/06/2023 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), an all-inclusive remuneration package (Bhisho)
: National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Communication, with three (3) years relevant experience at Assistant Director Level. A valid driver's license. Knowledge and Skills: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds.

Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES

: Stakeholder and IGR Strategy implementation: Support the unit with the development and implementation of a Stakeholder and IGR strategy that is specific to the mandate of the department and is based on the needs of the department's clients and partners, including local government. Develop and continuously update a Stakeholder Register for the department. Ensure attendance and representation of the department in the relevant IGR Forums. Ensuring ongoing and enhanced stakeholder relations are established and maintained. Track the implementation of meeting resolutions: Extract and distribute resolutions to relevant programmes and districts. Follow-up on progress made in the implementation of the resolutions. Identify mechanisms to improve implementation of resolutions. Facilitate the flow of information between the Office of the Head of Department and the Office of the Member of the Executive: Facilitate linkage between the Office of the HOD and the office of the Executive Authority. Ensure timeous response and follow-ups to communication from the Executive Council and Legislature. Provide guidance and direction on the departmental participation in Provincial Events: Participate in the Provincial Steering Committee for Provincial Events. Coordinate the department's participation and contribution in the hosting of provincial events. Provide support in the organising and hosting of departmental events. Render administrative services: Assist in the development of operational plan to guide the operations of the unit. Compile and develop job profiles for personnel as a way of allocating and distributing the work of the Unit. Compile administrative reports such as monthly and quarterly reports. Manage the allocated resources: 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/348

: **ARCHITECT: GRADE A REF NO: DPWI 09/06/2023**

SALARY CENTRE REQUIREMENTS

: R687 879 per annum, (OSD), an all-inclusive remuneration package (Bhisho)
: National Senior Certificate, B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A valid driver's license. Compulsory registration with SACAP.

DUTIES

: Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; (vi) Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration

and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/349 : **CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (X2 POSTS)**

SALARY : R527 298 per annum (Level 10)

CENTRE : Ref No: DPWI 10/06/2023 (Electrical) Sarah Baartman (Gqeberha)

Ref No: DPWI 11/06/2023 (Mechanical) Sarah Baartman (Gqeberha)

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Electrical/Mechanical Engineering (T/N/S streams) OR A N3 and passed trade test in the built environment (Electrical/Mechanical), OR Registration as an Engineering Technician (Electrical/Mechanical). 3 years' experience at supervisory level in Electrical/Mechanical within the built environment/ Salary Level 7/8. A valid driver's license. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, OHS Act. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management.

DUTIES : Manage and coordinate quality control of new works and maintenance projects: Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Manage government used facilities condition assessment: Manage inspections on DPW used buildings, coordinate. Condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of clerk of works for each project where SMMES are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES in all the projects. Manage assistance of EPWP in development of SMMES. Manage resources: Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/350 : **ASSISTANT DIRECTOR: ANTI-CORRUPTION & ANTI FRAUD REF NO: DPWI 12/06/2023**

SALARY : R424 104 per annum (Level 09)

CENTRE : (Bhisho)

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Commercial Law/Forensic Investigation/Forensic Auditing/ Internal Audit/Police Science/BCom Accounting with Accounting Auditing as a major. A CFE or CFP(SA) will be an added advantage. Must be a registered member with the ACFE/ICFP with three (3) years relevant supervisory experience or S/L7/8 within Anti-Corruption, Investigation, Risk Management environment. A valid Driver's License. Knowledge & Skills: The incumbent must possess knowledge of Constitution of the Republic of South Africa. Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, National Anti-Corruption Strategy, Public Service Anti-Corruption Strategy, National Treasury Regulations, National Treasury Fraud Prevention Strategy. DPSA Circulars on Anti-Corruption, Protected Disclosure Act, Prevention and

Combating of Corrupt Activities Act, Prevention of Organised Crime Act, Financial Intelligence Centre Act, Criminal Procedure Act. Promotion of Personal Information Act. Promotion of Administrative Justice Act. All other applicable legislation and prescripts governing fraud prevention and anti-corruption in the public service. The following skills are critical for the incumbent of this post: Programme and Project Management skills; Strategic capability and leadership abilities; change management capabilities; Facilitation, motivational, networking and presentation skills; Report Writing and Research capabilities; Computer literacy and data analytics skills; Negotiation, interviewing and persuasive abilities; Analytical and problem solving capabilities; Financial Management and people management skills.

DUTIES : Assist to Develop, Manage and Implement of the Anti-Corruption and Fraud Strategies Policies and Plan in the Department. Assist in the prevention of fraud, corruption, maladministration and in the Department. Facilitate the fraud detection mechanisms as part of an overall Anti-Corruption and Fraud Strategy. Coordinate and facilitate fraud risk assessments on an annual basis at Head Office and Regions. Coordinate the whistle-blowing and reporting mechanisms in the Department. Perform the monitoring of all fraud risks identified in terms of the Public Sector Risk Management Framework. Supervise the investigation of reported allegations of fraud and corruption and monitor the implementation of the recommended actions. Independently coordinate and conduct forensic investigations in all reported cases of alleged fraud, unethical conduct, corruption and mal-administration. Provide support on all cases referred for prosecutions and disciplinary actions by being an expert witness on cases investigated by the Department. Safeguard of investigation working papers and reports in line with relevant legislation and policy. Update and monitor all the cases recorded on a Case Management systems. Liaise with all Law Enforcement Agencies on Corruption and Fraud referred for criminal prosecution. Liaise with Employee Relations on investigation reports and disciplinary processes. Assist in the management of investigation projects for insourced and outsourced cases. Assist in drafting of Terms of References for all outsourced investigation projects. Supervise staff and resources within delegated function.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/351 : **CHIEF ARTISAN: GRADE A MAINTENANCE REF NO: DPWI 13/06/2023 (X1 POST)**
Re-Advert: Applicants that previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R434 787 per annum, (OSD)
: Alfred Nzo (Mount Frere Depot)
: Appropriate Trade Test Certificate with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's license. Knowledge and Skills: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Competencies: Technical design skills, Analytical skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills.

DUTIES : Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.

ENQUIRIES : Can be directed to Ms N. Mdlaka/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/352 : **ASSISANT DIRECTOR: DATABASE/SYSTEMS ADMIN REF NO: DPWI 14/06/2023 (X1 POST)**

Re-Advert: Applicants that previously applied may re-apply

SALARY
CENTRE
REQUIREMENTS

R424 104 per annum (Level 09)
(Bhisho)

National Senior Certificate, National Diploma NQF level 6 in Computer Science/Information Systems with 3 years' relevant supervisory experience or S/L 7/8 in Systems Development, application development, software development and/or programming filed. A post graduate qualification NQF level 7 in Software Development will be an added advantage. A valid driver's license. Knowledge and Skills: expert knowledge of maintaining and debugging live software systems. Expert knowledge of writing program documentation. Expert knowledge of standards for Application software development. Project Management. Work with data structures. Work with computer logic and flow-charting. Work with computer program design methods and techniques. Work with Relational Databases. Knowledge with a major data-modelling tool, multi-tiered environments and UML. Knowledge of managing multiple RDBMS on large systems. Knowledge of working in a team that delivers a high availability service. Practical knowledge in monitoring and tuning and database to provide a high availability service. Knowledge of other database systems, preferable Oracle Practical experience in managing the internal and external MS SQL database security. High and positive energy. Clear goal orientation and strong work ethic. Strong communication skills. Strong organizational and interpersonal skills. Problem solving skills. Microsoft Azure. Microsoft SharePoint Online. PowerApps and the entire Microsoft Power Platform. Project Management principles. SDLC Methodologies. Excellent Logical and Analytical skills. Quality assurance, and Mobile Application Development. Ability to work without constant supervision and be innovative. Competencies: Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations Commitment and Loyalty. Responsibility. Honesty and integrity. Professionalism. Self-driven. Team work.

DUTIES

Development of new systems/applications (including websites and intranet) in line with provincial branding and departmental needs. Development of mobile applications. Enhancement of existing systems and applications. Deliver quality solutions. Design and maintain databases. Testing and hosting of developed systems/applications. Assist in rendering training and awareness sessions. Integrate developed systems to produce one reporting dashboard.

ENQUIRIES

Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/353 : **ASSISANT DIRECTOR: ACQUISITION AND DISPOSAL REF NO: DPWI 15/06/2023 (X1 POST)**

SALARY
CENTRE
REQUIREMENTS

R424 104 per annum (Level 09)
(Bhisho)

National Senior Certificate, National Diploma NQF level 6 in Law/ Real Estate with 3 years' relevant supervisory experience or salary 7/8. A valid driver's license. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Communication. Report writing. Analytical. Negotiation. Facilitation. Presentation. Competencies: Strategic capability and leadership. Communication. Client orientation and Customer Focus. People Management. Strategic Management. Problem analysis and Solving. Financial Management. Programme and project management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES

Assist in managing Policy and Systems. Assist in managing User Asset Management Plans. Assist in Managing acquisition of land and buildings. Assist in managing disposal of land buildings. Assist in managing Immovable Asset Register. Supervise allocated resources.

ENQUIRIES

Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/354 : **ASSISANT DIRECTOR: ICT SERVICES REF NO: DPWI 16/06/2023 (X1 POST)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Alfred Nzo (Mount Ayliff)
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Information Technology with 3 years' experience in supervisory level or SL7/8. A valid driver's license. Knowledge and Skills: Knowledge of SITA Act and its regulations; Good understanding of Minimum Inter- Operability Standards (MIOS) and Government Information Security Standards; Understanding of PFMA, Treasury Regulations, Preferential Procurement Policy; Supply Chain Management Policy; Public Service Act and Public Service Regulations; Promotion of Access to Information Act. Competencies: IT Skills. Research, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.

DUTIES : Supervise the provision of information technology services within the district. Supervise installation of IT systems. Manage performance of network infrastructure. Develop the network flow for all districts sites. Supervise the provision of IT maintenance services within the district. Maintain an up to date network equipment asset register. Analyse system and develop a detailed user and systems specification. Identify the sources and possible solutions to problems. Manage District Backups weekly. Install, configure and monitor daily, weekly and monthly backups for District Office. Supervise provision of Desktop Support. Install, monitors and maintains the use of District photocopiers and printers. Supervise allocated resources.

ENQUIRIES : Can be directed to Ms N. Mdlaka/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/355 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DPWI 17/06/2023 (X1 POST)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Sarah Baartman, (Gqeberha)
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Supply Chain and Operations Management /Supply Chain Management/Purchasing Management/Logistics/Business Management/ Public Management/Administration with 3 years' supervisory experience in supervisory level or SL7/8 in Construction or Infrastructure Procurement. A valid driver's license. Knowledge & Skills: Knowledge of SCM Procurement Framework, Applicable Legislation and Prescripts, National and Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Code of Good Conduct for SCM Practitioners, Public Finance Management Act (PFMA), CIBD Regulations and CIBD Practice Notes and Guides, BBBEE, PPPFA, understanding of government procurement systems and processes within the built environment is essential. Diagnostic skills, Analytical skills, Problem solving skills, Negotiation with problem solving skills, Decision making and Computer literacy skills are critical competency areas, Ability to manage confidential information, Ability to deliver and work under pressure and within tight timeframes is essential.

DUTIES : Supervise and monitor Bid administration: Monitor closing of bids and quotations. Ensure advertising of bid received. Ensure preparation of score sheets for bid committee sittings. Coordinate BID evaluation committee sittings: Facilitate the provision of secretariat services to the committee. Provide advice to the committee. Monitor regular sittings of the bid evaluation, award and procurement. Compile bid recommendation report for RD's approval. Monitor compliance on requisitions received: Monitor the process of acquiring goods and services. Facilitate the provision of fraud preventative measures. Ensure compliance to norms and standards. Ensure that the regional suppliers deliver services in accordance with the price index. Supervise and monitor the process of procuring goods and services under thirty thousand: Conduct security check on suitable suppliers for procurement of goods /services. Ensure that goods /services are procured timeously. Ensure value for money in the procurement of goods /service. Monitor deviations and irregular expenditure: Identify deviations and irregular expenditure. Investigate deviations and irregular expenditure. Compile and submit report on deviation and irregular expenditure. Supervise the allocated

resources: 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets practice, and to develop appropriate skills.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/356 : **ASSISTANT DIRECTOR: LEASE PORTFOLIO MANAGEMENT REF NO: DPWI 18/06/2023 (X1 POST)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Sarah Baartman, (Gqeberha)
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management Studies/ Law with three 3 years' relevant experience at supervisory level or S/L 7/8 in Lease Portfolio Management. A valid driver's license. Knowledge & Skills: Departmental service delivery principles, PFMA, SCM Prescripts, Programme and Project Management, Property Market Research, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures, Batho Pele Principles, Stakeholder and customer relationship management principles. Advanced report writing skills, Computer Literacy, Presentation, Project Management, Applied Strategic Thinking, Analytical Thinking, Negotiation and Conflict Management skills, willing to adapt to work schedule in accordance with professional requirements, must be prepared to travel, Ability to communicate at all levels, Ability to work under pressure, Team Player, People Management.

DUTIES : Supervise income leases: Obtain a list of properties that are lettable. Supervise the updating of applications received for accommodation. Request valuation reports for benchmarking purposes. Coordinate the sitting of the Housing Allocation Meeting. Present the applications to the committee. Prepare the report. Customize lease agreements. Coordinate the signing of the lease contract. Facilitate handover of the property and the keys. Updating of income Lease register. Ensure the provision of the lease copies to Finance section for revenue collection. Supervise the Disposal of leases: Identify leases for termination. Supervise the preparation of notices. Ensure the delivery of notices. Once vacated, inform the Finance unit about the termination in order update Tariff register and to stop the billing. Conduct inspection and collect the keys. Coordinate condition assessment Safeguard the properties. Supervise and coordinate Municipal accounts: Obtain the register of properties owned by Public Works & Infrastructure in the District. Obtain valuation rolls, valuation certificate & tariff. Confirm correctness of billing statements. Supervise the preparation of the payment stub and obtain the relevant signatories. Submit the accurately compiled batch to Finance to affect the payment. Obtain proof of payment. Ensure the accurately updating of the payment register. Coordinate partnerships for Specific property development initiatives: Identify properties for revenue generation. Prepare a request for the feasibility study to be conducted. Prepare submission to obtain the approval from delegated authority. Coordinate the signing of the long-term lease with the successful bidder. Updating of the Income lease register. Render administrative support services to SCM processes relating to leases management: Obtain list of properties to be advertised. Draft advertisements for properties to be leased/disposed. Prepare bid documentation. Prepare submissions for approvals to the delegated authority. Draft notices for properties to be leased/disposed and any representations. Compile applicable documentation, eg lease agreements, etc. Prepare reports. Supervise the allocated resources: 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/357 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DPWI 19/06/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Sarah Baartman (Gqeberha)
: National Senior Certificate, National Diploma NQF Level 6 in Criminology/ Law/Security Management/Security Risk Management/Policing. At least PSIRA Grade B (those not in the Police or SANDF). 3 Years' experience in supervisory position or SL 7/8 in a security related environment. A valid driver's license. Knowledge & Skills: Constitution of Republic of South Africa, 1996 National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Public Service Act and Regulations, Public Service Regulations, Public Finance Management Act, Private Security Industry Regulation Act. Good interpersonal skills, Planning and organising skills, Decision making skills, Analytical thinking skills, Investigative skills, People management skills, Good verbal and written communication skills, Computer literate, High attention to detail.

DUTIES : Manage and Implement Physical Security Measures, Policies and Procedures: Implement Physical Security Policies and Procedures as well as any other applicable Physical Security Legislation. Administer safeguarding of DPW buildings and assets. Facilitate the provision of security to client departments in line with the Departmental mandate and SLA with departments. Manage and monitor performance of private security providers contracted by the Department in line with the SLA. Hold monthly meetings with security providers contracted in the district. Conduct quarterly Security Risk Assessments on DPW buildings and shared facilities. Ensure that random after hour inspections are conducted. Coordinate the implementation of security measures at Departmental and/or MEC events in the district. Manage and implement proper key control measures in the district. Coordinate district security committee meetings on shared facilities. Manage and Implement Personnel & Information Security: Implement Information and Personnel Security policies & procedures. Administer Vetting of officials in the district in line with the Vetting Strategy. Facilitate pre-employment screening of shortlisted candidates for positions in the Department in line with the relevant screening prescripts and policies. Conduct awareness sessions in the districts to raise security consciousness of employees. Keep and maintain a database of security pre-screening and vetting in the district. Facilitate screening of service providers that will be having access to sensitive departmental areas, information and/or systems. Liaise with external stakeholders such as SAPS in cases of common interest. Submit monthly reports on Screening and Vetting in the district. Manage and Investigate Security Breaches in The District: Attend to all security breaches and/or incidents in the districts within 24 hours. Report security breach/incident to the relevant authorities such as SAPS within 24 hours. Conduct a preliminary investigation of the breach/incident within 24 hours and provide a report to Head Office. Maintain a security breach register for the district. Submit monthly reports on security breaches. Administer Security Services: Deploy or post In-house and private security officers. Draft a work plan and/or roster for In-house Security Officers. Ensure security registers used by both In-house and private Security Officers are inspected weekly to ensure completeness. Ensure verification of timesheets and invoices of security providers prior to submitting them to Finance. Ensure that both In-house and Private Security Officers comply with PSIRA requirements. Submit the required monthly reports, documentation as well as statistics on the Security Co-operatives and Security Providers to EPWP in the district. Keep and maintain a filing system of all

required information submitted by security providers and co-operatives in line with the SLA. Provide inputs to Head Office in drafting of specifications of security tenders. Supervise Allocated Resources: Ensure that the performance agreements and development plans are drafted for all In-house Security Office within set timeframes. Ensure that all In-house Security Officers' performances are managed on a daily basis. Manage Performance Assessments of In-house Security Officers. Provide inputs and monitor budget allocated. Ensure continuous development and training of In-house Security Officers. Manage the maintenance and safekeeping of assets. Provide assistance to monitor and manage risks in area of responsibility.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/358 : **PROJECT COORDINATOR: INNOVATION & EMPOWERMENT (EPWP) REF NO: DPWI 20/06/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Sarah Baartman, (Gqeberha)
: National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies, Social Sciences, Community Development, Public Management/Public Administration/Project Management 1-2 years' relevant experience within EPWP in Innovation and Empowerment. A valid driver's license. Knowledge & Skills: Public Finance Management Act (PFMA); Prescripts; DoRA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

DUTIES : Implement EPWP projects/ initiatives: Conduct community needs analysis and profile. Conduct community participation and stakeholder engagements. Establish Project Steering Committees. Facilitate the recruitment of EPWP participants according to EPWP recruitment guidelines. Facilitate signing of employment contracts. Conduct induction in the workplace. Monitor the implementation of EPWP projects: Conduct site visits to monitor performance. Ensure the sitting of the Project Steering Committee. Identify relevant training needs. Compile monthly and quarterly project status report. Perform payment administrative functions: Collect and receive attendance registers. Analyze and verify attendance registers. Monitor the development and consolidation of payment spreadsheet. Create batch for payment of EPWP participants. Conduct monthly meetings with supervisors. Assist EPWP in the development of SMMEs. Supervise the allocated resources: Assist in the management the budget of the unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/359 : **LABOUR RELATIONS OFFICER: CORPORATE SERVICES (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Ref No: DPWI 21/06/2023, Amathole (East London)
: Ref No: DPWI 22/06/2023, Sarah Baartman (Gqeberha)
: National Senior Certificate, National Diploma NQF Level 6 in Human Resources Management/ Labour Relations with 1-2 years' relevant experience in Labour Relations. A Valid driver's license. Knowledge And Skills: Knowledge of grievance procedures as outlined in the Govt Gazette. Knowledge of disciplinary procedures as outlined in the Resolution 1 of 2003. Solid

<u>DUTIES</u>	:	understanding of labour laws and regulations particularly in managing CCMA cases. Ability to investigate critical and complex employee relations issues. Research, Report writing, Negotiation, Good Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team, Computer literacy.
	:	Facilitate resolutions of misconduct cases: Conduct investigation on reported cases. Formulate charges. Arrange logistics for disciplinary hearings. Appoint presiding official through the Office of the HOD. Obtain report on disciplinary hearing outcomes. Submit findings of hearing on sanctioning of actions. Inform employee of outcomes and implement. Capture sanction on PERSAL. Facilitate grievance procedure: Appoint grievance officer. Coordinate grievance meeting resolution. Coordinate sitting of departmental grievances, conciliations and arbitrations. Resolve grievances through interviews, discussions and explanations. Communicate outcome and close file. Facilitate submission of an outcome for final approval and implementation. Facilitate and monitor adherence to policies/guidelines & related frameworks: Provide labour relations support to line function. Interpretation of labour relations policies. Provide labour relations training to the regions. Provide technical advice to both the employer and employee. Facilitate dispute resolution: Receive and refer disputes to Labour Relation Head Office. Receive and refer appeals to the MEC. Assist in coordinating logistics for the sitting of arbitrations and conciliations.
<u>ENQUIRIES</u>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032 (Sarah Baartman) Ms L. Magama/Mr Z. Tana Tel No: (043) 711 5772 (Amathole) e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/360</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER: COMMUNITY DEVELOPMENT REF NO: DPWI 23/06/2023 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) (Bhisho) National Senior Certificate, National Diploma NQF Level 6 in Public Management/Administration /Business/ Project Management/ Developmental Studies Community Development/ or Social Sciences with 1-2 years' relevant experience in Expanded Public Works Programmes. A valid drivers license. Knowledge And Skills: Public Finance Management Act (PFMA); Public Service Regulations, EPWP Prescripts. Community Development, People Management, Process implementation, Programme and project coordination. Report writing and Presentation Skills.
<u>DUTIES</u>	:	Administer the creation of work opportunities by implementing EPWP flagship programme: Reconcile and verify the monthly payment of stipend for EPWP participants. Prepare payment of UIF for EPWP Participants monthly. Provide support in the creation of work opportunities. Provide administrative support within the unit. Compile reports and presentations for the unit. Monitor filling and database of beneficiaries. Compile specification of Protective Personnel Equipment (PPE) and Tools. Attend general correspondence of the unit and liaise with stakeholders from time to time. Monitor compliance of DPWI projects files. Monthly monitoring of compliance on DPWI project files. Conduct quarterly site visits on DPWI project. Issuing of PPE and Tools to EPWP Participants. Maintain proper of records of PPE and Tools within the unit. Conduct follow-up on the findings raised from Quality assures of the Department. Supervise the allocated resources. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/361 : **HR PRACTITIONER: CONDITIONS: CORPORATE SERVICES REF NO: DPWI 24/06/2023 (X 1 POST)**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Alfred Nzo (Mount Ayliff)
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Administration/ Public Management majoring in HRM with 1-2 years' experience in the relevant field. A valid driver's license. Knowledge: PERSAL system, Injury on Duty claims (IoD's), S&T, overtime and Fuel calculations, HR management principles, performance management development system Meeting procedures, Report writing, Stakeholder and customer relationship management principles. Competencies Analytical skills, Report writing, Communication, Analytical, presentation.

DUTIES : Supervise implementation of Service Termination. Compile memorandum for relevant service terminations. Write letters for retiring employees. Request Tax Directives from SARS. Verify liabilities. Verify Audited leave files. Verify calculations of Leave Gratuity. Approve Gratification on PERSAL. Verify enrolment of payment on pension case management. Supervise implementation of service benefits. Monitor processing of applications for Housing Allowances and Home Owners Allowances. Supervise implementation of the leave administration. Supervise & Process Temporary Incapacity Leave (Short, Long Period & ILL HEALTH. Supervise human resources/staff.

ENQUIRIES : Can be directed to Ms N. Mdlaka/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/362 : **NETWORK CONTROLLER: ICT SERVICES REF NO: DPWI 25/06/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Alfred Nzo (Mount Ayliff)
: National Senior Certificate/ National Diploma NQF Level 6 in Information Technology with 1-2 years' relevant experience. A valid driver's license. Knowledge & Skills: Network Software, RICPCI Act, Network hardware, Use of network software, Analytical skills, Problem solving, Interpersonal Skills

DUTIES : Monitor the User's calls and resolutions (Desktop support and maintenance). Receiving the calls logged by the Users. Resolve or escalate the call depends on its complexity. Support Transversal systems (BAS, LOGIS and PERSAL). Conduct preventative maintenance on Desktop and Laptops by managing Backup and Virus control. Backup User's information through CYBEC Backup System. Updating Virus in computers and Laptops Render maintenance for the warranty of the Desktop computers and Laptops, by conducting Equipment Audit.

ENQUIRIES : Can be directed to Ms N. Mdlaka/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/363 : **STATE ACCOUNTANT: PAYMENTS: BUDGET CONTROL & EXPENDITURE REF NO: DPWI 26/06/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Alfred Nzo (Mount Ayliff)
: National Senior Certificate, National Diploma NQF Level 6 in Financial Management/Internal Auditing/Cost & Management Accounting/Financial Accounting/Economics with 1-2 years' experience in the relevant field. A valid driver's license. Knowledge & Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge on Financial Administration. Budget Examination and Analysis. SCOA. Planning and Organising. Good inter personal relation skills. Presentation skills. Computer Literacy. Problem Solving skills

DUTIES : Reconcile documents with transactions, administer, safeguard and file documents. Receive invoices and record in the invoice tracking register (Reapatala). Verify and check invoice calculations. Receive orders from SCM unit. Reconcile invoices received against orders (for part payments make copy). Compile payment voucher and submit to the programme managers for approval & certification of services rendered. Add payment on LOGIS. Request statements from service providers and receive disbursement reports. Perform monthly reconciliation. Facilitate and process payments within 30 days.

		Receive payment batch from creditor reconciliation unit. Pre-authorize payment batch. Send to pre-audit for compliance. Request payment stub. Reconcile payment voucher and list of vouchers captured on the system against payment stubs. Prepare spreadsheet & submit with payment vouchers to registry for filing.
<u>ENQUIRIES</u>	:	Can be directed to Ms N. Mdlaka/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/364</u>	:	<u>CHIEF SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT REF NO: DPWI 27/06/2023 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) OR Tambo (Mthatha) National Senior Certificate, National Diploma NQF Level 6 in Criminology/Security Management/Security Risk Management/Policing with 1-2 years' relevant experience required. A valid driver's license. Knowledge and Skills: Knowledge of the access control procedures. Knowledge of measures of control and movement of equipment & stores, Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write
<u>DUTIES</u>	:	Manage and monitor access control to the buildings. Define services that the visitors require. Ensure that visitors are referred to the relevant. service delivery point. Check completeness of the admission control registers. Provide admission control documents/cards as required. Ensure that visitors are escorted to relevant employees/venues where required. Manage undertaking of building/premises patrol. Ensure that all entrances are locked and unlocked. Ensure maintenance and safe keeping of equipment, documents and stores of the Department. Check completeness of registers to control the movement of equipment, stores and documents. Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized. Ensure maintenance and safe record keeping of registers. Check and verify all recorded incidences in the occurrence book/register. Check and verify all submitted weekly, monthly registers.
<u>ENQUIRIES</u>	:	Can be directed to Mr T. Dlamini/ Mr V. Sokhahleleka Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/365</u>	:	<u>INVESTIGATION PRACTITIONER: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT REF NO: DPWI 28/06/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 7) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Internal Audit/Forensic Investigation/Forensic Auditing/Policing or Police Sciences with 1-2 years' relevant experience in investigation of corruption fraud, unethical conduct and maladministration within the Risk, Anti-Corruption and Integrity Management environment. A valid driver's license. Knowledge & Skills: The incumbent must possess knowledge of Constitution of the Republic of South Africa. Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, National Anti-Corruption Strategy, Public Service Anti-Corruption Strategy, National Treasury Regulations, National Treasury Fraud Prevention Strategy. DPSA Circulars on Anti-Corruption, Protected Disclosure Act, Prevention and Combating of Corrupt Activities Act, Prevention of Organised Crime Act, Financial Intelligence Centre Act, Criminal Procedure Act. Promotion of Personal Information Act. Promotion of Administrative Justice Act. All other applicable legislation and prescripts governing fraud prevention and anti-corruption in the public service. The following skills are critical for the incumbent of this post: Project Management skills; Facilitation, motivational, networking and presentation skills; Report Writing and Research capabilities; Computer literacy and data analytics skills; Negotiation, interviewing and persuasive abilities; Analytical and problem solving capabilities; Financial Management and people management skills.
<u>DUTIES</u>	:	Analyse, record, investigate reported allegations of fraud, corruption, unethical behaviour and maladministration in the Department. Ensure the implementation of anti-corruption strategy and fraud prevention plan in the Department. Monitoring the implementation of the operational and plan of the unit in line with the Anti-Corruption and Fraud Prevention Management Implementation Plan. Coordination, maintenance and reporting of fraud and

		corruption cases in the Department. Proactive and reactive analyses and monitoring of fraud risks identified in line with the Public Sector Risk Management framework.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/366</u>	:	<u>INTERNAL AUDITOR REF NO: DPWI 29/06/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 7) Head Office (Bhisho) National Senior Certificate, National Diploma NQF Level 6 in Internal Auditing with 1-2 years relevant experience in the field of internal auditing and / or auditing. Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's license. Knowledge & Skills: Knowledge: International Standards for the Professional Practice of Internal Auditing. Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. Understanding of project management principles. The candidate must possess a valid driver's licence or commit to attaining one within a year of appointment, must be willing to travel extensively and work irregular hours, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. Must be computer literate and be able to use audit software. Good oral, and written communication skills. Good organizational and administrative skills. Ability to assist with the supervision and coaching of internal audit interns and learners.
<u>DUTIES</u>	:	Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/367</u>	:	<u>WORKS INSPECTOR: TECHNICAL SERVICES REF NO: DPWI 30/06/2023 (X1 POST)</u> (Fire Safety & Prevention)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06) Sarah Baartman (Gqeberha) National Senior Certificate, National Diploma (T/N/S streams) or equivalent in Fire Technology NQF L6 as recognized by SAQA/ National Senior Certificate with Fire Fighter II Certificate in Fire Technology (SAESI)/ Senior Certificate with Preliminary Certificate in Fire Technology (IFE). 1 - 2 years' relevant experience in Fire Safety and Prevention. A valid driver's license. Knowledge & Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of risks and hazards, change and promotion of teamwork. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Good interpersonal relations. Report writing skills, Self – Management.
<u>DUTIES</u>	:	Implement fire prevention legislations and standards: Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Implement fire protection services: Conduct inspections and testing of newly installed fire protection systems in line with approved designs. Conduct fire code compliance. Attend meetings and submit reports. Render fire education: Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. Render administrative functions: Draw up minor specifications for fire projects. Filing and proper maintenance of contracts, minutes and reports. Write and submit reports with all relevant information.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/368 : **REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 31/06/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Alfred Nzo (Mount Ayliff)
: National Senior Certificate with no experience. Experience in records management will be an added advantage. Knowledge & Skills: Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures. nformation management. Performance management. Excellent Communication Skills. Be able to handle pressure. Efficiency, accuracy and speed are highly sought-after qualities. Problem-solving abilities. With the ability to multitask. Being a team player is important. Empathy. Resilience. Knowledge retention and recall. Positive and have a desire to satisfy.

DUTIES : Safe keeping of records. Opening and closing of HR files. Filling of correspondence. Number of folios. Circulate correspondence. Record documents for circulation. Maintain file index (NMIR). Open files according to file index. Regular checking files in terms of file index. Control movement of files. Issue to relevant HR staff. Diarise return of files

ENQUIRIES : Can be directed to Ms N. Mdlaka/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/369 : **SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT (X3 POSTS)**

SALARY CENTRE : R147 036 per annum (Level 03)
: Ref No: DPWI 32/06/2023, Alfred Nzo (Mount Ayliff)
: Ref No: DPWI 33/06/2023, Amathole (East London)
: Ref No: DPWI 34/06/2023, OR Tambo (Mthatha)

REQUIREMENTS : ABET Level 4 or NQF Level 1 to 3 with no experience. Basic security officer's courses will be an added advantage. Knowledge And Skills: Knowledge of the access control procedure Knowledge of measures of control and movement of equipment & stores Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write.

DUTIES : Perform access control functions Determine appointments/ or services that the visitors require Contact relevant employee to confirm appointment or refer visitor to the relevant service delivery point Complete or ensure that the admission control register is completed Issue admission control documents/cards as required Escort visitors to relevant employees/venues where Lock and unlock entrances Ensure that unauthorized persons and dangerous objects do not enter the building/premises Follow-up on incidence Undertake building/premises patrols Identify and check doors are locked or unlocked as required Check water leaks and that taps are closed Identify and check fire hazards, exposed electrical contacts and other fire hazards Check lights, switch on and off as required Check suspicious objects and packages and report Apply emergency procedures Ensure safe keeping of equipment, documents and stores of the Department Complete registers to control the movement of equipment, stores and documents Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized 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 prescript.

ENQUIRIES : Alfred Nzo: Enquiries: Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
Amathole: Enquiries: Can be directed to Ms L. Magama/Mr Z. Tana at 043 711 5772
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

RURAL DEVELOPMENT & AGRARIAN REFORM

- APPLICATIONS** : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>. The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@drdar.gov.za (NB: For Technical Glitches Only – No CVS). Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: erecruitment@drdar.gov.za and not as specified, your application will be regarded as lost and will not be considered.
- FOR ATTENTION** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
- CLOSING DATE** : 07 July 2023. Applications received after the closing date will not be considered. NO faxed, eMailed Applications will be accepted
- NOTE** : Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

OTHER POSTS

- POST 21/370** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: DRDAR 01/06/2023**
(Re- Advertisement)
- SALARY** : R811 560 – R952 485 per annum
- CENTRE** : Bhisho
- REQUIREMENTS** : A recognised bachelor's degree/National Diploma (NQF6) in Public Admin/Public Management, Development Studies, or relevant degree, 3-5 years of relevant working experience in a policy environment. Understanding of policy and legislation development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; Knowledge of Project Management, stakeholder management, and management of Human Resources. A valid code B driver's license. A master's degree will be an added advantage.
- DUTIES** : Facilitate and assist in policy development in line with national and provincial priorities, Analyse policies to determine their impact on service delivery, Update and advise on the relevance of departmental policies in line with national, provincial, and departmental priorities, Monitor and evaluate the impact and implementation of departmental policies, Formulate and coordinate departmental inputs to National and provincial legislations, Coordinate writing of the Policy and Budget Speech and ensure its alignment to departmental APP

		and track implementation thereof. Assist in the drafting and repeal of departmental legislations, Coordinate and liaise with stakeholders on legislation compliance issues, Develop monthly and Quarterly reports as per the Annual Performance Plan, Manage Human Resources and the budget of the sub-directorate, and manage performance and contracting of staff.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 21/371</u>	:	<u>SCIENTIST PRODUCTION GRADE A - CROP SCIENCE: REF. NO: DRDAR: 02/06/2023</u> (Re- Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R687 879 - R739 509 per annum (OSD) Dohne (Stutterheim) A qualification at NQF level 8 in Agriculture – Crop Science / Agronomy / Horticulture majoring in Crop Science. Compulsory registration with SACNASP as a Professional scientist. Three years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science training, research, and continuing education in the area of Crop Science. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 21/372</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN GRADE A – CROP SCIENCE / AGRONOMY / HORTICULTURE: REF. NO: DRDAR: 03/06/2023</u> (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R687 879 - R739 509 per annum (OSD) Dohne (Stutterheim) A National Diploma or Bachelor's Degree or B.Tech in Agricultural Science at NQF level 6, majoring in Crop Science or Agronomy or Horticulture with 6 years of post-basic degree technical scientific experience. Compulsory registration with SACNASP as a Certificated Natural Scientist. Program and project management skills. Knowledge of scientific methodologies and models. Research and development skills. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing skills. Ability to create a high-performance culture. Professional judgment. Data analysis skills. Policy development and analysis skills. Scientific presentation skills. Recognized level of expertise. A valid drivers' license.
<u>DUTIES</u>	:	Oversee, develop, and implement methodologies, policies, systems, and procedures:- Perform final review and approvals or audits on technical scientific projects, Perform technical scientific functions and establish procedural and regulatory frameworks, Set technical standards, specifications, and service levels according to organizational objectives, Develop and maintain health and safety standards, and monitor and evaluate technical efficiencies. Provide strategic leadership on technical scientific matters: Provide expert support and advice to stakeholders, Manage technical facilities/ units. Develop relationships and collaborations at national, regional, and international levels. Participate at national, regional, and international fora, and play a lead role in the presentation and exchange of technical knowledge and information. Lead the coordination and development of databases, procedures, and regulatory frameworks: Design technical methodology for the acquisition and processing of data. Manage the evaluation, monitoring, and dissemination of data, Design, develop and customize appropriate technical procedures to

generate information and knowledge. Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures, initiate, lead, coordinate, and conduct basic and applied research. Ensure knowledge generation and dissemination. Review technical publications and manage technical support for scientific research. Publish and present research findings (results), and liaise with relevant bodies/councils on technical/science-related matters. Human capital development: Mentor, train and develop technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical work and processes, and manage the performance and development of staff. A valid driver's license is essential.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 21/373 : **SCIENTIST PRODUCTION GRADE A - CROP SCIENCE: REF. NO: DRDAR: 07/06/2023**

SALARY : R687 879 - R739 509 per annum (OSD)
CENTRE : Amathole District (East London)
REQUIREMENTS : A qualification at NQF level 8 in Agriculture – Crop Science / Agronomy / Horticulture majoring in Crop Science. Compulsory registration with SACNASP as a Professional scientist. Three years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

DUTIES : Responsible for providing academic support to crop science training, research, and continuing education in the area of Crop Science. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 21/374 : **ASSISTANT DIRECTOR: PRE-AUDIT: REF. NO: DRDAR: 05/06/2023**
(Re-advertisement)

SALARY : R424 104 – R496 467 per annum, (All Inclusive)
CENTRE : Amathole District (East London)
REQUIREMENTS : A qualification at NQF level 7 in Financial Management / Internal Auditing (with Accounting & Auditing as subjects). A minimum of 5 years' experience of which 3 years must be at supervisory level within an Internal Control / Pre-Auditing environment. or Internal Auditing. In-depth understanding of the Public Sector legislative framework (PFMA, Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting Framework). Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good verbal and writing skills. Ability to work under pressure and to meet deadlines. A valid driver's license.

DUTIES : Interpret and apply relevant legislation, policies, regulations, frameworks, standards, and guidelines. Receive procurement-related documents for compliance checking to prevent irregular, fruitless, and wasteful expenditure being incurred by the department before an order is generated on LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provisioning of reasons for issuing of non-compliance pre-audit certificates for order generation. Receive pre-authorized payment vouchers for compliance checking before final authorization by the Payment Section. Prevent and detect irregular expenditure and report such information to the immediate supervisor. Assist with the compilation of the monthly reports for the Pre-Audit Unit.

- Maintain a good working relationship with clients and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilization of human and material resources allocated to the Unit.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 21/375** : **SENIOR HR PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: DRDAR: 06/06/2023**
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R359 517 – R420 402 per annum (Level 08)
: Joe Gqabi (Aliwal North)
: A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. A minimum of 2 – 3 years' relevant experience in Human Resource Development/ Training environment. Experience in the implementation and management of ABET, Learnerships, Internships, and Career guidance. Skills/ Competencies: Sound knowledge of skills development. Knowledge of relevant legislation and frameworks. Computer skills (MS Word, Excel, PowerPoint) and proven skills in data analysis and report writing. Good verbal and writing skills. Presentation Skills. Planning and organizing skills. Ability to work independently and in a team context. Ability to interpret directives. Ability to work under pressure and adhere to strict deadlines. A valid driver's license.
- DUTIES** : Implementation of EPMDS for the District. Facilitate appointment of District SDC and PMC members. Facilitate attendance of trainings offered by department. Ensure adherence and compliance on HRD and EPMDS policies and circulars. Ensure submission of Workplace Skills Plan for the District. Facilitate and administer confirmation of probation within the District. Compile reports.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 21/376** : **ANIMAL HEALTH TECHNICIAN: REF NO: DRDAR: 09/06/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 – R420 402 per annum (Level 08)
: Amathole District (Centane)
: An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
- DUTIES** : The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician with regard to animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 21/377 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A - ANIMAL SCIENCE:**
REF. NO: DRDAR: 04/06/2023
(Re-advertisement)

SALARY : R353 013 – R376 806 per annum (OSD), (All Inclusive)
CENTRE : Cradock

REQUIREMENTS : A National Diploma or Bachelor's Degree or BTech in Agriculture minimum NQF level 6-majoring in Animal Science. At least 3 years' post-qualification technical scientific experience, working in the field of animal science. Compulsory registration with the SACNASP as a Certificated Natural Scientist. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development; Supervise technical support and processes and manage the performance management and development of staff.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 21/378 : **PRACTITIONER: EMPLOYEE RELATIONS: REF DRDAR 08/06/2023**

SALARY : R294 321 – R343 815 per annum (Level 07)
CENTRE : Donhe (Stutterheim)

REQUIREMENTS : A qualification at an NQF level 6 in Labour Relations / Labour Law/Human Recourses Management. Minimum of 2 -3 years' experience in Labour Relations / Labour Law environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's licence.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only, which is accessible at: <https://erecruitment.ecotp.gov.za> or at www.ecprov.gov.za. The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@ecsrac.gov.za (NB: For Technical Glitches Only – NO CVS). Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: erecruitment@ecsrac.gov.za and not as specified, your application will be regarded as lost and will not be considered. However, applications can be forwarded via one of the following options: Post or hand delivered as indicated below:

Head Office: Qonce Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386/ Mrs. R. E. Swartbooi Tel: 043 492 0949 Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, OR Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605 Amathole Museum: Enquiries: Ms. S. Cakata – 043 642 4506, Alexandra Road, Qonce, 5601

Buffalo City Metro District: Enquiries Ms. L. Xoseka Tel: 043 492 2140 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Amathole District: Enquiries Mr. B. Mbangatha Tel: 043 492 1838 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Chris Hani District: Enquiries Mr. X. Kwanini Tel: 045 492 0030 / 0054 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X7190, Komani, 5320, OR Hand deliver to: Bathandwa Ndong Office Park, Komani Hospital Office Complex, Komani, 5320

Joe Gqabi District: Attention Ms. N. Lekhula: 051 492 4772 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750, OR Hand deliver to: No. 02 Cole Street, Maletswai

Sarah Baartman District: Attention Ms. S. Mpafa: 046 492 0223 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Makana, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Albany Museum: Attention Ms. N. Mjenxane: 046 622 2312 Post to: The Head of Museum: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Makana, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Alfred Nzo District: Attention Mr M.B. Gugwana: 039 492 0297 / 072 027 0022 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100, OR Hand deliver to: No 67 Church Street Mt Ayliff.

Or Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 / 073 322 9654 Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100, OR Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

Nelson Mandela District: Attention Mr S. Javu: 041 492 1231 / 1230 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Gqeberha 6003, OR Hand delivers to 2nd Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha Bayworld Museum: Enquiries: Mr. L. Mini – 041 584 0650, 23 Beach Road, Humewood, Gqeberha, 6013

FOR ATTENTION

: Y. Dlamkile Tel No: 043 492 1386 NB: Forward Applications To The Relevant Centre.

CLOSING DATE

: 07 July 2023. Applications received after the closing date will not be considered. NO faxed, eMailed Applications will be accepted

NOTE

: Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce the pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full

details can be sourced by the following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 21/379 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF: DSRAC 01/06/2023**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive remuneration)
CENTRE : Qonce

REQUIREMENTS : National Senior Certificate plus NQF Level 7 as recognised by SAQA in Human Resource Management/ Public Administration/Public Management /Labour Relations/ Labour Law/ Human Resource Development/ Industrial Psychology/Social Science or any relevant qualifications with a minimum of 5 years' experience at Deputy Director Level in the similar environment. A valid driver's licence. In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Youth development strategy. HRD Legislative Framework, Labour Laws and understanding of Employees Wellness prescripts. Key Competencies: Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. SMS pre-entry certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.

DUTIES : Ensure implementation of Labour Relations Services. Develop, monitor, maintain and report and the departmental employee relations policy framework and instructions. Provide technical advisory services to senior management and operational units. Develop and maintain the employee relations information management system. Manage research on labour relations issue\trends and facilitate capacity building. Ensure Human Resource Training and Performance Management Development System. Manage the development of the Public Service Act Skills Development Plan. Evaluate and report on the impact of employee's capacity development programmes Monitor the implementation of PMDS policy frameworks. Analyse performance management trends and provide technical support and advice to moderating structure and senior management. Oversee the coordination of bursary learnership and internship programme. Ensure implementation of Employee Health and Wellness Services. Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programs. Promote the occupational Health and safety in the work environment. Develop and manage attraction, retention and exist strategies. Management of administration. Development of Strategic, Annual Operational and Procurement Plans. Ensure submission of monthly, quarterly and annual reports. Ensure management of human and financial resources. Ensure compliance on management of HR legislations/prescripts. Ensure management of PMDS. Ensure management of staff discipline. Manage and attend to audit enquiry matters. People with disabilities who meet the requirements will be given preference.

ENQUIRES : Y. Dlamkile Tel No: 043 492 1386 – Qonce
 e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/380 : **DIRECTOR: SPORT DEVELOPMENT REF: DSRAC 02/06/2023**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive remuneration)

CENTRE REQUIREMENTS : Qonce
 : National Senior Certificate plus an undergraduate qualification (NQF level 7) as recognised by SAQA in Sports Management/ Human Movement Studies or any relevant qualifications with a minimum of 5 years' experience at a middle managerial level/ Senior Management Services. SMS pre-entry certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. able to work under pressure and difficult deadlines. Applicable legislations, polices, prescripts and procedures, government programmes, information management, citizen focus and responsiveness, develop others, applied technology basics, applied strategic thinking, people management, networking and building bonds, diversity management, computer literacy, negotiation, communication and information management, presentation, budget and financial management, project / management, strategic management, motivational. Must have a valid driving licence, must have excellent analytic skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning, and motivations skills.

DUTIES : Provide strategic leadership of sport development. Develop and review strategic, business/operational and procurement plans of the directorate. Monitor the implementation and evaluate the compliance with recreation development and mass participation transformation policies. Establish good governance structures of sport as directed by relevant legislation. Consolidate and report on sport performance. Produce annual evaluation reports. Coordinate federation affairs, participation, and development programmes. Establish and maintain sport structures. Support excellence in sport collaboration with sport structures. Facilitate support, monitor, and evaluate programs of sub directorates. Facilitate and manage relations with other relevant institutions in order to enhance the development of sport. Coordinate the club development programme as guided by the conditional grant framework. Ensure development academy and scientific support. Facilitate capacity building programmes. Facilitate enabling environment for talent identification. Monitor different sporting codes. Monitor and evaluate progress and training activities. Promote sports and skills management. Provide oversight role in the implementation of sport academy. Management of administration support. Manage and submit monthly, quarterly, and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Manage leave records. Ensure staff discipline. People with disabilities who meet the requirements will be given preference.

ENQUIRES : Y. Dlamkile Tel No: 043 492 1386 Qonce
 e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

OTHER POSTS

POST 21/381 : **DEPUTY DIRECTOR: BOOKKEEPING & ACCOUNTING SERVICES REF: DSRAC 03/06/2023**

SALARY : R811 560 – R952 485 per annum (Level 11) (An all-inclusive remuneration)
CENTRE : Qonce
REQUIREMENTS : A National Senior Certificate plus a Diploma / Degree NQF level 7/ Preferable B degree level 7 qualification in Financial Accounting or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Financial Management. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of BAS and PERSAL. Knowledge of Annual Financial Statements. Consolidation of Annual Financial Statements. Computer Literacy. Operational Management and Planning Analytical and an innovative thinker. Project Management.

Extensive knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.

DUTIES

: Manage the Financial Revenue, Expenditure Management and Accounting Services for the Department. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting services. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting, and reporting (interim and annual financial statements). Manage the revenue, expenditure management and accounting services. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Manage administration support services. Give input in the development of strategic, business, procurement, and annual plans. Compile, consolidate and submit monthly and quarterly reports. Manage human and financial resources. Manage discipline and provide technical advice and guidance. Ensure EPMDS and staff development training needs. Manage attendance and leave records. People with disabilities who meet the requirements will be given preference.

ENQUIRIES

: R. Swartbooi Tel No: 043 492 0940 – Head Office (Qonce)
e-Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/382

: **ASSISTANT DIRECTOR: PERFORMING ARTS REF: DSRAC 04/06/2023**

SALARY CENTRE REQUIREMENTS

: R527 298 – R617 622 per annum (Level 10) (An all-inclusive remuneration)
: Joe Gqabi District (Maletswai)
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Fine Arts or any relevant qualifications with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach. Ability to work under pressure and independently. A valid driving licence.

DUTIES

: Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films, and sector plans. Coordinate development of drama, music, and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the

		component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMSD and staff development training needs. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	M. Lekhula Tel No: 051 492 4772 – Joe Gqabi District (Maletswai) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 21/383</u>	:	<u>ASSISTANT DIRECTOR: VISUAL, CRAFT & CULTURE REF: DSRAC 05/06/2023</u>
<u>SALARY</u>	:	R527 298 – R617 622 per annum (Level 10) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Fine Arts or any relevant qualifications with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach. Ability to work under pressure and independently. A valid driving licence.
<u>DUTIES</u>	:	Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions for visual arts, crafts and cultural structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Facilitate the rolling out of visual arts, craft and culture services. Coordinate development of visual arts, craft and culture policies. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the artists as a non-profit entity. Coordinate collation of reports. Management of administration support. Give input in the development of strategic, business and procurement plans. Compile monthly and quarterly reports. Facilitate financial resources (procurement of goods and services). Facilitate all administrative related issues for the core business of the unit. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	X. Kwanini Tel No: 045 492 0030 – Chris Hani District (Komani) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 21/384</u>	:	<u>ASSISTANT DIRECTOR: SPU REF: DSRAC 06/06/2023</u>
<u>SALARY</u>	:	R424 104 – R508 692 per annum (Level 09) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Qonce,
<u>REQUIREMENTS</u>	:	National Senior Certificate plus 3-year degree in Social Science, Development Studies, Arts and Humanities or any relevant qualifications. This must be coupled with 3 years of experience at supervisory level (SL7/8). Must have experience in working with Women, Youth, Children, Older persons, People with Disabilities as well as HIV/AIDS. Computer literacy. Good organizing, facilitation, excellent verbal and written communication skills. Knowledge and understanding of relevant prescript and legislations relevant to the vulnerable groups. A valid driver's licence.
<u>DUTIES</u>	:	Provide input for development of policy and guidelines. Identification of policy gaps in relation to designated and interventions thereof. Invite and consolidate inputs from designated groups stakeholders. Monitor implementation of mainstreaming Policies and Guidelines on Gender, Youth, Disability, Children, and elderly. Research to inform departmental policies and programmes on SPU related matters. Advise department on policy-baseline information relating to socio-economic status of designated groups. Ensure Lobbying and networking for designated groups. Identification of designated groups through developing and managing database. Facilitate establishment of structures / forums. Monitor involvement and sustainability of designated groups projects. Coordination and provision of reports on performance of regional programmes on SPU targets. Invite and analyse reports on performance of the programmes in relation to designated groups. Responsible for establishment and monitoring of regional performance structure. Ensure departmental compliance with

		statutory requirements on designated groups. Provide and facilitate capacity building programmes. Identification of performance gaps and recommends intervention. Provide in-house trainings. Supervise administration issues. Compile and submit monthly and quarterly reports. This post is earmarked for persons with disabilities.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 21/385</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION & RECORDS MANAGEMENT</u> <u>REF: DSRAC 07/06/2023</u>
<u>SALARY</u>	:	R424 104 – R508 692 per annum (Level 09) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Qonce
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma or B. Degree (NQF level 6/7 as recognised by SAQA) Social Science in Psychology / Industrial Psychology or Records Management coupled with 3 years of experience at supervisory level (SL7/8). Knowledge of Public Service, Legislation/Policies/Prescripts and Procedures, Basic Knowledge on Financial Administration, Public Service Regulatory Framework, Information Management, Policies and Procedures on Records Management, Computer Literacy, Sound Organisational, Negotiation / Communication, Report Writing, Presentation, Conflict Resolution / Problem Solving, Strategic Planning, Basic Financial Management, People Management, Project Management. High Level of Reliability, Interpersonal Relations, Loyalty, Fairness, Integrity.
<u>DUTIES</u>	:	Implement Records Management Strategies and Policies. Design and develop filing systems, classification schemes and undertake records surveys. Consult business areas with intension to look at correspondence system utilized. Establish and review records universal naming systems. Give advice on new records management policies to the department. Maintenance of Filing system. Oversee the management of electronic and or paper-based information. Identify the most appropriate records management resources. Visiting all records storages to conduct internal audits on registries. Implement Records Disposal Programmes. Evaluate the importance and envisaged duration of life of all records per file plan. Apply for disposal authority. Apply general disposal authority for records common to all district offices. Manage administration support. Give input in the development of business, operational and procurement plans. Compile and submit monthly and quarterly reports. Manage financial and human resources/staff. Maintain staff discipline. Attend and respond to audit queries. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 21/386</u>	:	<u>SENIOR WORK STUDY OFFICER REF: DSRAC 08/06/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum (Level 08) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Qonce
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in in Management Services or Production Management or HR management or other relevant qualifications as recognised by SAQA coupled with 1 – 2 years in an Organisational Development Environment. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of PERSAL. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations. Commitment and Loyalty. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.
<u>DUTIES</u>	:	Provide assistance in the development of and maintenance of the departmental organizational structure and establishment. Facilitate the organizational structure Consultation Report Meetings. Facilitate distribution of the developed organizational Structures. Facilitate printing of Persal Reports. Create and

abolish posts on Persal. Maintain organizational structure on the system. Provide assistance in the undertaking of Business Process Mapping and Re-engineering. Coordinate workshops on identified processes to be mapped. Consolidate information gathered on all identified processes. Assist in mapping of identified processes. Cost processes. Assist in re-engineering of processes. Assist in implementing of newly defined processes. Provide assistance in the development of Job Descriptions. Facilitate distribution of copies of developed project plan. Assist in facilitating workshops on developing job descriptions. Facilitate signage of job descriptions by employee and supervisor. Compile and capture data for signed job descriptions. Facilitate collection of all signed job descriptions for filing purposes. Conduct Job Evaluation on all mandatory posts, newly created posts in the Department. Facilitate distribution of Job Evaluation Plan to Departmental Panel Members. Prepare Job Evaluation package for Quality Assurance Committee. Prepare Job Evaluation package for Departmental Panel Members. Facilitate signage of Job Evaluation Results by the Chairperson. File approved Job Evaluation Results and the Report. Maintain Job Evaluation Database and capture Results on Persal. Implement Batho Pele and Culture Change Programmes. Facilitate distribution of Change Management Plan to Change Agents. Facilitate awareness of Change Management within the Department. Facilitate distribution of Public Service Week Roll-out Plan to Change Agents. Facilitate distribution of invitations to Change Agents for submission of projects. Compile projects submitted for the Public Service Week. Facilitate submission of Public Service Week Report to the Office of the Premier. People with disabilities who meet the requirements will be given preference.

- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 21/387** : **SENIOR PROVISIONING ADMIN OFFICER – DEMAND & ACQUISITION**
REF: DSRAC 09/06/2023
- SALARY** : R359 517 – R420 402 per annum (Level 08) (An all-inclusive remuneration)
CENTRE : Joe Gqabi District (Maletswai)
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or other relevant qualifications with at least 1 -2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures, and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license as added advantage.
- DUTIES** : Facilitate procurement on the system. Authorise data of approved procurement submissions. Monitor the updated information on the system. Monitor printing of reports and status of suppliers. Authorise orders on the system, print and endorse signature on orders. Facilitate process of payment for orders. Facilitate procurement of goods and services providers. Check specification needs with the operational plan. Verification of the budget. Prepare specification and the time frame. Ensure registration of suppliers on the database (Central and Logis). Monitor use and rotation of suppliers. Monitor and ensure registration of suppliers with active numbers on both systems. Maintain and update contracts. Check the end term of the contracts. Facilitate renewal of the contracts. Facilitate accompanying and the validation of the documents for appointment of service providers. Provide administration support. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Give support and advice on matters arising. People with disabilities who meet the requirements will be given preference.
- ENQUIRIES** : M. Lekhula Tel No: 051 492 4772 – Joe Gqabi District (Maletswai)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

<u>POST 21/388</u>	:	<u>COMMUNICATIONS OFFICER REF: DSRAC 10/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum (Level 08) (An all-inclusive remuneration) Qonce National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA in Journalism, Media, Communications or other relevant qualifications with 1 – 2 years in a Communications Environment. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Computer Literacy. Excellent writing, editing and proofreading skills. Planning and organising skills. Deadline-oriented. Ability to work under pressure. Social media savvy.
<u>DUTIES</u>	:	Assist in the development of marketing communications and media plans/ strategies. Writing and editing of communication materials. Conceptualising and creating engaging integrated marketing communications content and campaigns and measuring their effectiveness. Work closely with marketing and events programs to collect and collate information for profiling of the department. Facilitate branding of departmental events in line with the branding strategy. Provide media relations support and organise media engagement programmes including press conferences and interviews. Facilitate inputs for departmental stakeholder publications and posts on the department's digital platforms. Maintain departmental media archives (photos, videos, articles etc). Provide communication admin support. Compile and submit monthly and quarterly reports. Monitor and analyse engagement metrics for digital communication channels, providing insights and recommendations for continuous improvement. Provide technical support and collaborate with cross-functional teams to create and curate content for internal/ external communication channels including newsletters, intranet, website, social media, marketing campaigns etc. Maintain internal/ external distribution lists ensuring accurate and up-to-date information. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce) e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
<u>POST 21/389</u>	:	<u>ARTS CENTER SUPERVISOR REF: DSRAC 11/06/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R 420 402 per annum (Level 08) (An all-inclusive remuneration) Chris Hani District (Komani) A National Senior Certificate plus a Diploma/Degree (NQF 6/7) as recognised by SAQA in Fine Arts coupled with 1- 2 years relevant work experience in the field of Fine Arts and /or production level. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho pele principles. Knowledge of the visual arts, craft and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organizational skills. Project management. Report writing. People management. Customer / client orientated. A valid code 08 driving licence.
<u>DUTIES</u>	:	Assist in the coordination of the national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Monitor festival equipment for artists. Coordinate art centre programs. Ensure crafting of rooster for activities. Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Manage access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Manage institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support to the art centre. Give input in the development of art centre business plan. Consolidate, compile and submit monthly and quarterly reports. Monitor budget expenditure and revenue collection. Ensure approval of procurement submission. Ensure staff development of PMDS. Maintain staff discipline. Supervise and monitor visitor's register.
<u>ENQUIRIES</u>	:	X. Kwanini Tel No: 066 071 6200 – Chris Hani District e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

<u>POST 21/390</u>	:	<u>STATE ACCOUNTANT – EXPENDITURE REF: DSRAC 12/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration) Alfred Nzo District (Mount Ayliff) National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licences.
<u>DUTIES</u>	:	Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Guide the programmes and responsibility mangers on budget utilisation.
<u>ENQUIRIES</u>	:	M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 21/391</u>	:	<u>LANGUAGE PRACTITIONER: LANGUAGE DEVELOPMENT REF: DSRAC 13/06/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration) Qonce National Senior Certificate plus a B. A. Degree/ National Diploma at (NQF level 6) in Linguistic/ Socio-Linguistic and Language being a major and another at a lower level. A Post graduate qualification in translation / interpreting. At least 1 -2 years of experience in translation, interpreting and working in language matters. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages preferably English and Sesotho. Competencies: Experience and knowledge in publishing and creative writing. Ability to translate technical and legal documents in at least two of the Eastern Cape Official Languages, preferably Sesotho and English, Knowledge of language policy and its implementation plan is needed. Computer literacy and driver's license a must have. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. Knowledge of sign language or willingness to learn the language would be an added advantage. A valid code 08 driving license.
<u>DUTIES</u>	:	Render language services duties such as translation of official documents from and into Sesotho, English for our department and other government departments. Provide and facilitate any language related development initiative. Provide interpreting service when required. Facilitate editing, proofreading and prepare manuscripts for publication. Liaise and meet with stakeholders for language development projects as well as organizing language related events. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

<u>POST 21/392</u>	:	<u>TECHNICAL ADMIN SUPPORT OFFICER: IT REF: DSRAC 14/06/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Qonce
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma/Degree (NQF level 6 as recognised by SAQA) in IT; Computer Science; Software development; Business/Systems Analysis or other relevant & equivalent IT qualification. A minimum of 2 years work experience in the ICT environment for ICT Systems or Data Analyst and Helpdesk/Service support or ICT systems management. Competencies: Proven computer literacy; Planning and coordination skills; Communication (verbal and written) skills; Planning and organizing skills. Procedures and processes. Good in organising, communication, and report writing skills, excellent human, and interpersonal relations. A valid driving licence. Additional certificates in relevant data scientist/analysis would be advantageous certificates in: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming).
<u>DUTIES</u>	:	Providing functional/system support services for departmental designated systems, including proving help-desk support services for the all users and handling help-desk escalations. Understand designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services. Work closely with business to identify issues and use data to propose solutions for effective decision-making Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to colleagues, customers, or the wider organisation. Use machine learning tools and statistical techniques to produce solutions to problems and dashboards for internal stakeholders. Test data mining models to select the most appropriate ones for use on identified projects or business units. Maintain clear and coherent communication, both verbal and written, to understand data needs and report results. Assess the effectiveness of data sources and data-gathering techniques and improve data collection methods. Build predictive models and machine-learning algorithms for the various business units. Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions. Provide secretarial /receptionist support service to the Director/Senior Manager ICT's office, which includes collecting, analysing and collating information, scrutinize documents to determine actions / information / other documents required for meetings. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the Director's office. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director's office regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the director's office. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the director's office. Respond to queries received from internal and external stakeholders. Draft documents as required. requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 21/393</u>	:	<u>PERSONAL ASSISTANT: BCM DISTRICT REF: DSRAC 15/06/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration)
<u>CENTRE</u>	:	BCM District (East London)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a secretarial NQF level 6 diploma in Office Administration / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a secretarial / office administration field. Knowledge of public service legislation, policies and prescripts. Prescripts

DUTIES

and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.

: Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes. Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director. People with disabilities who meet the requirements will be given preference

ENQUIRIES

: L. Xoseka Tel No: 043 492 2140 – Bcm District (East London)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/394

: **HR PRACTITIONER REF: DSRAC 16/06/2023**

SALARY

: R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration)

CENTRE

: BCM District (East London)

REQUIREMENTS

: National Senior Certificate plus NQF level 6 diploma in Human Resource Management / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a Human Resource Management Environment. Knowledge of public service legislation, policies and prescripts. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Extensive PERSAL Knowledge. Sound knowledge of stakeholders. A valid driving license.

DUTIES

: Supervise recruitment and appointment process. Compile and submit approval request for advertisement of the post to head office. Monitor recording of application forms and prepare master list. Ensure secretarial duties are performed. Compile recommendation submission and minutes. Facilitate appointment and assumption of duty letters. Facilitate and ensure creation of the appointed candidate post. Monitor capturing of appointment on the system. Monitor record of appointment file. Supervise process of transfer, relocation and movement of personnel. Facilitate transfers from internal and from other departments. Facilitate transfer for employees from outside public service. Check availability of post for confirmation of transfer. Process and update transfer transactions on the system. Ensure incoming and outgoing documents

are registered. Supervise processing of claims (S&T, overtime, fuels, resettlements, incidental costs, long service recognition, medical aid, housing allowance and pension administration). Monitor and supervise calculations of claims. Ensure capturing of claims on the system. Facilitate authorization process on the system. Facilitate availability of advices for payments. Monitor recording of incoming and outgoing submission. Monitor filing of documents. Supervise implementation of leave administration. Verify the captured leave on the system. Update leave register. Compile monthly leave reconciliation reports. Supervise rendering of PMDS. Verify service records for current notches. Monitor process of pay progression and cash bonuses. Verify calculation of spreadsheet. Facilitate process submission for authorization. Supervise human resources / staff. Provide/give support on the implementation of HR policies/prescripts. Coach/mentor EPWP Experiential Learners and Interns. Allocate and ensure quality of work. Supervise staff PMDS. Apply staff discipline. People with disabilities who meet the requirements will be given preference.

- ENQUIRIES** : L. Xoseka Tel No: 043 492 2140 – BCM District (East London)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 21/395** : **ARTISAN FOREMAN: MAINTENANCE SERVICES REF: DSRAC 17/06/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration)
: Bayworld Museum (Gqeberha)
: National Senior Certificate plus an appropriate Trade Test Certificate with at least 5 years post qualification working experience as an Artisan. Working knowledge and understanding of the legislative framework governing the Public Service. Team Leadership and Problem-solving analysis. Technical Analysis Knowledge. Computer aided applications. Knowledge of legal compliance. Technical report writing. Production processes, knowledge, and skills. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
- DUTIES** : Supervise the rendering of design services. Supervise and produce designs according to client specification and within limits of production capability. Supervise the rendering of production services. Verify and monitor the produced objects with material and equipment according to job specification and recognized standards. Endorse quality assurance of produced objects. Supervise the rendering of maintenance services. Verify inspection of equipment and or facilities for technical faults. Verify repaired equipment and facilities according to standards. Verify test repair equipment and or facilities against specifications. Arrange service equipment and or facilities according to schedule. Endorse quality assurance of service and maintenance equipment and or facilities. Supervise performance of administrative and related functions. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Verify compilation and submission of report. Provide inputs to the operation plan. Ensure adherence to safety standards, requirements and regulations. Render human and capital resource management. Supervise and mentor staff. Organise planning of resources. Arrange work schedules for staff. Maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise. People with disabilities who meet the requirements will be given preference.
- ENQUIRIES** : L. Mini –Tel No: 041 584 0650 – Bayworld Museum (Gqeberha)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
- POST 21/396** : **LIBRARIANS (4 POSTS)**
- SALARY CENTRE** : R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration)
: OR Tambo District (Tombo Community library) Ref: DSRAC 18/06/2023
: Joe Gqabi District (Rossouw/ Venterstad community Library) Ref: DSRAC 19/06/2023
: Alfred Nzo District (Mount Ayliff) Ref: DSRAC 20/06/2023
: Sarah Baartman District (Community Libraries) (Sarah Baartman) Ref: DSRAC 21/06/2023

<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Implement the provisioning of library materials to community/ members. Implement awareness campaigns, outreach programmes and promotion of library use to the community. Implement stock control of all library material in the library. Processing of library material received from district office. Supervision of staff in the library. Collect and analyse user needs and submit to District office. Compilation and consolidation of monthly user statistics and reports. Facilitate establishment of library committees and book clubs in the library. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha) M. Lekhula Tel No: 051 492 4772 – Joe Gqabi District (Maletswai) M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff) S. Mpafa Tel No: 046 492 0223 – Sarah Baartman District (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 21/397</u>	:	<u>SPORT PROMOTION OFFICER – SPORT DEVELOPMENT (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration) Alfred Nzo District (Mount Ayliff) Ref: DSRAC 22/06/2023
<u>REQUIREMENTS</u>	:	Nelson Mandela District (Gqeberha) Ref: DSRAC 23/06/2023 National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid code 08 driving license.
<u>DUTIES</u>	:	To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. Liaise with communities, structures, federations and maintain partnership. Work with local sport and recreation forums/clubs to implement Sport Development Programmes. Facilitate support to local leagues and identified clubs. Collect and consolidate data to develop plans and strategies. Work with all Sport and Recreation Stakeholders within communities to develop and promote sport and recreation. Transport stakeholders to district and provincial meetings, workshops, and conferences. Conduct monthly meetings with clubs and federations. Facilitate the Integration of School Sport and Federation Programmes. To facilitate participation of Federations from grassroots to National Level. Compile Reports People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff) S. Javu Tel No: 041 492 1230 / 1231 / 1234 – Nelson Mandela District (Gqeberha) e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
<u>POST 21/398</u>	:	<u>SPORT PROMOTION OFFICER – RECREATION DEVELOPMENT REF: DSRAC 24/06/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07) (An all-inclusive remuneration) JOE Gqabi District (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma in Sport Management or Human Movement Studies (NQF Level 6) with at least 1 - 2 years' experience in Recreation Development. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, Good communication and

- organising skills. Ability to work under pressure. Basic knowledge of Financial Administration. Basic computer skills. A valid code 08 driving license.
- DUTIES** : Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports. People with disabilities who meet the requirements will be given preference.
- ENQUIRIES** : M. Lekhula Tel No: 051 492 4772 – Joe Gqabi District (Maletswai)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
- POST 21/399** : **LIBRARY ASSISTANT REF: DSRAC 25/06/2023 (2 POSTS)**
- SALARY** : R202 233 – R235 611 per annum (Level 05) (An all-inclusive remuneration)
CENTRE : OR Tambo District (Nyandeni & Mhlonto Community Libraries)
REQUIREMENTS : National Senior Certificate with no experience. A National diploma in library and information studies (NQF Level 6) will be an added advantage. Good command of at least two (2) official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.
- DUTIES** : Perform all circulations duties in the library. Join and renew library membership. Shelving & shelve reading of all library material. Attend reference queries brought by users. Maintain good public relations with stakeholders. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the formation / establishment of a library structure & book clubs. Responsible for orientation and children’s programmes. Assist in the management of library donations, and other programmes in the library including ICT and mini-lib services. People with disabilities who meet the requirements will be given preference.
- ENQUIRIES** : S. STUMA – 047 495 0853 – OR TAMBO DISTRICT (Mthatha)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
- POST 21/400** : **MPP ADMIN CLERK: MPP & RECREATION DEVELOPMENT REF: DSRAC 26/06/2023**
- SALARY** : R202 233 – R235 611 per annum (Level 05) (An all-inclusive remuneration)
CENTRE : OR Tambo District
REQUIREMENTS : National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science, understanding of MPP Conditional Grant Framework will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid code 08 driver’s licence will be an added advantage.
- DUTIES** : Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data. Serve as support in planning of Annual sport and recreation programs. To assist in the communication with sport and recreation structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement sport and recreation programs as planned. People with disabilities who meet the requirements will be given preference.
- ENQUIRIES** : S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
- POST 21/401** : **REGISTRY CLERK: INTERNAL CONTROL & COMPLIANCE REF: DSRAC 27/06/2023**
- SALARY** : R202 233 – R235 611 per annum (Level 05) (An all-inclusive remuneration)
CENTRE : Qonce
REQUIREMENTS : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management / Management

Assistant will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving licence.

DUTIES : Ensure the smooth, efficient, and effective flow of documents (receive and distribute) between the office of internal control and compliance, the department and other units, external role players. Receive and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the internal control and compliance unit. Render assistance with logistical arrangements. People with disabilities who meet the requirements will be given preference.

ENQUIRIES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/402 : **STORES CLERK: LOGISTICS SERVICE REF: DSRAC 28/06/2023**

SALARY : R202 233 – R235 611 per annum (Level 05) (An all-inclusive remuneration)
CENTRE : Amathole District (East London)
REQUIREMENTS : National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or relevant qualifications will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of National / Provincial Treasury Guidelines, Public Finance Management Act, Departmental Circulars and Supply Chain Management Practice Notes. Knowledge and understanding of Supply Chain Management Framework Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving licence will be an added advantage.

DUTIES : Ensure the smooth, efficient, and effective flow of documents (receive and distribute) between the office of Supply Chain Management, the department and other units, external role players. Receive and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the SCM / Logistics unit. Render assistance with logistical arrangements. People with disabilities who meet the requirements will be given preference.

ENQUIRIES : B. Mbangatha Tel No: 043 492 1838 / 1839 – Amathole District (East London)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/403 : **CUSTODIAN: VISITOR SERVICES (4 POSTS)**

SALARY : R202 233 – R235 611 per annum (Level 05) (An all-inclusive remuneration)
CENTRE : Amathole Museum (Qonce) Ref: DSRAC 29/06/2023 (1 Post)
Albany Museum (Makanda) Ref: DSRAC 30/06/2023 (3 Posts)
REQUIREMENTS : National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in Customer Care or relevant to Customer Care will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Museum policy. Knowledge of Computer. Communication skills. Verbal and written skills. Problem solving. Interpersonal skills. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence will be an added advantage.

DUTIES : Render Client Orientation services for the museum. Welcome visitors to the museum. Issue visitor tags. Provide assistance on orientation of visitors. Provide general information about the museum on entrance. Provide assistance in galleries as requested by visitors. Refer queries by visitors to the supervisor. Provide general reception services. Unlock the museum, switch on and off lights of the museum. Selling of tickets and issue payment receipt. Record visitor information in the visitors' register book. Receive incoming calls

and refer to relevant offices. Receive goods of parcels and refer to relevant offices / officials. Ensure security services inside the museum. Disarming of burglar alarm system when unlocking the doors of the museum in the morning and arming it when locking up. Do floor-walking checking that no breaking, stealing and defacing of museum collections and artefacts is taking place. Control access to the museum through issuing of entrance tickets. Monitoring of the CCTV. Look after safety and security of displays in front. Operate the Museum Gift Shop. Buying items to be sold in the shop. Cleaning and organizing the shop. Cashing up of funds from sales weekly. Do stock take annually. Keep record of sales. People with disabilities who meet the requirements will be given preference.

ENQUIRIES

: S. Cakata Tel No: 043 642 4506 – Amathole Museum (Qonce)
 Z. Mjenxana Tel No: 046 622 2312 – Albany Musuem (Makanda)
 e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/404

: **COLLECTION ASSISTANT: RESEARCH & COLLECTION REF: DSRAC 31/06/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R202 233 – R235 611 per annum (Level 05) (An all-inclusive remuneration)
 : Queenstown Frontier Museum (Komani)
 : National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in a technical field with knowledge of administration will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Eastern Cape Museums Act. National Environmental Management: Biodiversity Act. Operational Standards for Zoos and Aquaria. South African National Standards Zoos and Aquaria. Knowledge of Museum policy, Legislative framework governing museum. Occupational Health and Safety prescripts. Knowledge of Computer. Communication skills. Verbal and written skills. Problem solving. Interpersonal skills. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence will be an added advantage.

DUTIES

: Render Collection Management. Ensure the storage areas are clean. Assist with emptying of dehumidifiers and ensuring proper working of equipment. Assist with care and conservation of objects in collections. Receive donations on an ad hoc basis and check with the Historian if it is needed. Record donated object information, process, and store it. Keep the display areas ornaments clean. Render custodian services. Make presentations on the history of the house to group of learners, local and foreign visitors. Handle incoming calls and do school bookings. Open and close the museum. Arm the alarm when closing the museum. Render administration and maintenance services. Selling of tickets to museum visitors. Ensure the money is locked in the safe at the end of each day. Record information in the petty cash book. Compile monthly and quarterly reports. Ensure that rates, electricity, and telephone are paid. People with disabilities who meet the requirements will be given preference.

ENQUIRIES

: X. Kwanini Tel No: 045 492 0030 – Queenstown Frontier Museum (Komani)
 e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/405

: **RESEARCH ASSISTANT: NATURAL SCIENCE REF: DSRAC 32/06/2023**

SALARY CENTRE REQUIREMENTS

: R202 233 – R235 611 per annum (Level 05) (An all-inclusive remuneration)
 : Amathole Museum (Qonce)
 : National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in Zoological field or collections management will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Eastern Cape Museums Act. National Environmental Management: Biodiversity Act. Operational Standards for natural science museum. South African National Standards for museums. Knowledge of Legislative framework governing museums. Museum collection management standards. Interest in natural sciences would be an advantage. Basic museology. Knowledge of database and word computer packages would be an advantage. Basic office procedures would be an advantage Knowledge of Museum policy, Legislative framework governing museum. Occupational Health and Safety prescripts. Knowledge of Computer. Communication skills. Verbal and written skills. Problem solving. Interpersonal skills. Good communication skills. Sound

		organisational skills. Report writing. People management. Customer / client-orientated approach Ability to work under pressure and independently. A valid driving licence will be an added advantage.
<u>DUTIES</u>	:	Collection and processing of new specimens. Conduct and collect specimens, terrestrial surveys and donations. Prepare and preserve the specimens for data collection. Prepare and provide storage containers and preserve fluids for field trips. Place specimens into storage. Maintain field work equipment for servicing before and after use. Ensure safe-keeping field work equipment. Accessing relevant equipment & vehicles for field trips. Ensure conservation of collections and proper record keeping. Prepare preserve liquids for wet collection. Ensure that dry collection is stored in a suitable storage area. Keep storage areas clean. Record specimen data using data sheets. Label specimens and receptacles. Scan and photocopy documents and publications. Facilitate loaning of specimens. Responsible for loaning of specimens to Institutions monthly. Receive list of specimens from loaners. Retrieve specimen to verify it against the request. Prepare paperwork for the loan. Package the specimens in a suitable way. Assist in presentations to the Institutions and general public. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	S. Cakata Tel No: 043 642 4506 – Amathole Museum (Qonce) e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
<u>POST 21/406</u>	:	<u>MESSENGER DRIVER: ASSET MANAGEMENT REF: DSRAC 33/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 – R170 598 per annum (Level 03) (An all-inclusive remuneration) Joe Gqabi District (Maletswai) Grade 10 certificate or ABET qualification. One (1) year relevant work experience will be an added advantage. Core Functions of the Driver. Knowledge of the procedures to operate the motor vehicle e.g., procedures to obtain trip authorities, (e.g., petrol) and obtain basic services (e.g., fixing a flat tyre). Knowledge of the prescripts for the correct utilization of the motor vehicle e.g., how and for what purposes can the motor vehicle be utilized, what are the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid driving licence with PDP is required
<u>DUTIES</u>	:	Core Driver Functions. Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Secondary Functions that can be performed. Render a clerical support / messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies. People with disabilities who meet the requirements will be given preference.
<u>ENQUIRIES</u>	:	M Lekhula Tel No: 051 492 4772 – Joe Gqabi District (Maletswai) e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za
<u>POST 21/407</u>	:	<u>CLEANER: TECHNICAL SERVICES REF: DSRAC 34/06/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 02) (An all-inclusive remuneration) Somerset Museum (Somerset) - Grade 8 certificate or ABET qualification. One (1) experience as a cleaner will be an added advantage. Good interpersonal skills. Good verbal communication skills. Self – motivated.
<u>DUTIES</u>	:	Provisioning of cleaning services. Cleaning offices corridors, elevators, and boardrooms by: 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. Clean general kitchens by: Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning materials and equipment. Cleaning of

machines (microwaves, vacuum cleaners etc) and equipment after use People with disabilities who meet the requirements will be given preference.

ENQUIRIES : S. MPAFA Tel No: 046 492 0223 – Sarah Baartman District
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/408 : **GENERAL ASSISTANT: LIBRARIES REF: DSRAC 35/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 02) (An all-inclusive remuneration)
CENTRE : Nelson Mandela District (Gqeberha)
REQUIREMENTS : Grade 8 certificate or ABET qualification. One (1) experience in performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid code 8 driving licence.

DUTIES : Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor. People with disabilities who meet the requirements will be given preference.

ENQUIRIES : S. Javu Tel No: 041 492 1230 / 1231 / 1234 – Nelson Mandela District (Gqeberha)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/409 : **GENERAL ASSISTANT: SUPPLY CHAIN MANAGEMENT REF: DSRAC 36/06/2023**

SALARY : R125 373 – R145 077 per annum (Level 02) (An all-inclusive remuneration)
CENTRE : Nelson Mandela District (Gqeberha)
REQUIREMENTS : Grade 8 certificate or ABET qualification. One (1) experience in performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid code 8 driving licence.

DUTIES : Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor. People with disabilities who meet the requirements will be given preference.

ENQUIRIES : S. JAVU Tel No: 041 492 1230 / 1231 / 1234 – Nelson Mandela District (Gqeberha)
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

**DSRAC INTERNSHIP PROGRAMME / IN-SERVICE TRAINING FOR 2023/24-2024/25
(24 MONTHS)**

APPLICATION : via the e-Recruitment System only, which is accessible at: <https://erecruitment.ecotp.gov.za> or at www.ecprov.gov.za. The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@ecsrac.gov.za (NB: For Technical Glitches Only – No CVS).. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: erecruitment@ecsrac.gov.za and not as specified, your application will be regarded as lost and will not be considered.

OTHER POSTS

POST 21/410 : **LAN / DESKTOP SUPPORT TECHNICIAN (2 POSTS)**
Directorate – ICT Infrastructure

STIPEND CENTRE : R7 043.00 per month for graduates.
: Head Office Ref. DSRAC 37/2023
: Joe Gqabi District Ref. DSRAC 38/2023

REQUIREMENTS : Minimum NQF level 6 qualification in either National Diploma/Degree: IT; Communications Networks; Desktop Support; Computer Science Or other relevant & equivalent IT related qualification.

DUTIES : Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users. Provide call management on Information. Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be an added advantage as maybe required to travel to provide ICT support to other district offices or institutions.

ENQUIRES : Y. DLAMKILE Tel No: 043 492 1386 Qonce
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

POST 21/411 : **SYSTEMS FUNCTIONAL SUPPORT / DATA ANALYST-SCIENTIST REF. DSRAC 39/2023 (2 POSTS) – INTERNSHIP**
Directorate – ICT Operations

STIPEND CENTRE : R7 043.00 per month for graduates.
: Head Office

REQUIREMENTS : Minimum NQF level 6 qualification in either. National Diploma/Degree: IT; Business Applications; Software Development; Technical Programming. Mathematical Statistics, Computer Science, Applied Mathematics, or other relevant & equivalent IT related qualifications. Relevant data scientist/analysis Certificates would be advantageous like: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming)

DUTIES : Providing functional and technical support for departmental systems. Proving technical/functional. Application support for the various designated applications/systems including the Departmental Intranet & Website. Proving help-desk support services for the all users and handling help-desk escalations. Understand designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services.

Work closely with business to identify issues and use data to propose solutions for effective decision making. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to colleagues, customers, or the wider organisation. Use machine learning tools and statistical techniques to produce solutions to problems and dashboards for internal stakeholders. Test data mining models to select the most appropriate ones for use on identified projects or business units. Maintain clear and coherent communication, both verbal and written, to understand data needs and report results. Assess the effectiveness of data sources and data-gathering techniques and improve data collection methods. Build predictive models and machine-learning algorithms for the various business units. Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions.

ENQUIRES

: Y. Dlamkile Tel No: 043 492 1386 Qonce
e- Recruitment Technical Enquiries: recruitment@ecsrac.gov.za

TRANSPORT: GFMS

APPLICATIONS

: Applicants are encouraged to apply via the e-recruitment system only, which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>. The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: recruitment@ectransport.gov.za (NB: FOR TECHNICAL GLITCHES ONLY – NO CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: recruitment@ectransport.gov.za and not as specified, your application will be regarded as lost and will not be considered.

**FOR ATTENTION
CLOSING DATE**

: Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319
: 07 July 2023. Applications received after the closing date will not be considered. NO faxed, eMailed Applications will be accepted

NOTE

: Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

OTHER POSTS

POST 21/412

: **ASSISTANT DIRECTOR: LOSS CONTROL REF: DOT GFMS 01/06/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09)
: East London
: National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF level 7) in Forensic Investigations / Policing / Legal with at least 3 years at

supervisory level or salary level 7/8 experience in a Loss control environment / General Investigations / Motor Vehicle Accident-related investigations. A valid Code 08 Driving License Is Essential. Skills And Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency

DUTIES : Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Support GFMS planning processes. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Mrs. P. Mbewu 043 731 1249/ Mr. K. Valashiya Tel No: 043 731 2319.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 21/413 : **ARTISAN FOREMAN GRADE A: FLEET MAINTANANCE REF: DOT GFMS 02/06/2023**

SALARY : R344 811.per annum (OSD)
CENTRE : Joe Gqabi (Maletswai)
REQUIREMENTS : National Senior Certificate (NQF level 4), Trade Test certificate in Motor Mechanic with 3 years' experience in a technical workshop environment. A valid Code 10 Driving license is essential. Original Equipment Manufacturer (OEM) experience will be an added advantage. Skills And Competencies: Computer Literacy. Communication Skills (verbal and non-verbal). Report Writing Skills. Customer Care. Records Management.

DUTIES : Managing GFMS Supplier-Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer insurance processes.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 21/414 : **ADMINISTRATION OFFICER: FLEET LOSS LOGISTICS MANAGEMENT (ENATIS) REF NO: DOT GFMS 03/06/2024**

SALARY : R294 321.per annum (Level 7)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF level 4), Tertiary Qualification (NQF Level 6) plus at least 2 years' relevant working experience in Fleet Management. A valid Code 8 Driving license is essential. Skills And Competencies: Good Communication skills. Team Player. Self-management. Problem Solving and Decision Making. Technical Proficiency. Computer Literacy.

DUTIES : Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de – registration, CFOs, Police clearance services, Change of ownership, auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports. Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for. Provide general office administration and projects support services. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 21/415 : **ADMINISTRATION OFFICER: SHORT TERM RENTALS REF: DOT GFMS 04/06/2023**
(One Year Contract)

SALARY : R294 321.per annum (Level 7) plus 37% in lieu of benefits
CENTRE : East London

REQUIREMENTS : National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) in Transport Economics/Transportation Management/ Logistics Management/ Business Management/ Economics with at least 2 years' relevant working experience Short-term rentals or Fleet management. A valid Code 10 Driving license is essential. Skills And Competencies: Decision Making, Communication, Problem Analysis, Self-management, Team Membership and Technical Proficiency.

DUTIES : Maintaining the short-term rentals vehicles register, Facilitating the procurement and disposal of short-term rental vehicles, Issuing and receiving of short-term rental vehicles to client departments, Facilitating the licensing and servicing of vehicles, Accident management of vehicles, Preparation of documentation for billing of vehicles and fuel usage, Maintaining accurate records of transactions on the short-term rental desk and Compiling performance reports on short-term rental desk activities.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 21/416 : **DRIVER/ MESSENGER: FLEET LOGISTICS MANAGEMENT REF: DOT GFMS 05/06/2023**

SALARY : R147 036.per annual (Level 3)
CENTRE : East London
REQUIREMENTS : ABET Level 4 or NQF level 1 to 3, Valid Code 08 Driving license with PDP. 2 years' driving experience of which one (1) year should be of administration experience. Skills And Competencies: Good verbal skills, Basic reading and written skills, Conflict resolution, Self-management, Interpersonal relations and multi-tasking and time management skills with the ability of prioritising tasks.

DUTIES : Providing driving services for the entire organization and provide general administrative support services.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za

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

<u>CLOSING DATE</u>	:	07 July 2023
<u>NOTE</u>	:	Applications must be submitted on new Z83 form that came to effect from 1 January 2021, the new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Should an individual apply for a post using the incorrect application for employment (Z83), the application will be disqualified. All required information on Z83 must be provided. In terms of DPSA circular 19 of 2022, Z83 must be completed and declaration must be signed, Part A all fields must be completed in full, Part B all fields must be completed in full (except when SA Applicant need not provide Passport numbers, when response is No, and official registration is not required), Part C all fields must be completed in full, Part D all fields must be completed in full, Part E,F,G may say refer to CV, or CV attached (Part F, the fields with questions related to conditions that prevent re-appointment, must be completed in full). Further, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae (ensure where required they indicate the drivers licenses). 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. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed Persal service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

OTHER POSTS

<u>POST 21/417</u>	:	<u>HEAD CLINICAL DEPARTMENT: GENERAL SURGERY REF NO: H/H/8</u>
<u>SALARY</u>	:	R2 354 559 - R2 497 788 per annum, OSD, (excluding Commuted Overtime), all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital: Bloemfontein Appropriate qualification that allows registration with the HPCSA as Medical specialist in General Surgery or Medical Sub-Specialist in General Surgery. Valid registration with the HPCSA as a Medical Specialist in General Surgery

or HPCSA specialist in General Surgery of a South African recognised Subspecialty in General Surgery. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognised Sub-Specialty. Must be willing to participate in compulsory commuted overtime. Valid driver's license. The following will be an added advantage Managerial qualifications or membership on relevant committees Evidence of Teaching and Learning, and examining (Undergraduate and Postgraduate level). Research experience e.g. publications, post-graduate supervision, National/Local Research organisations, PhD, M.Med or equivalent. Evidence of professional standing with the HPCSA and other organisations e.g CMSA. Knowledge and Skills: Knowledge of Health Sector related Service legislation, policies, and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity, and a strong work ethic. Ability to supervise, discipline, team building, manage projects, analyse data and encourage innovation.

DUTIES : Service delivery, medical administration and management and supervise the provision of outreach, in-reach, and support services within Free State Province. Manage and supervise the teaching and training of undergraduates and postgraduates at UAH/UFS. Provide a leading role in the field of research, including conducting and supervising research both masters and Doctorate levels. Perform clinical governance and ensure compliance with legal and statutory requirements within the NDoH, OHSC, HPCSA, CMSA, UFS, Medical Administration and Management, etc: Perform all reasonable duties as directed by the Head of Clinical Services and CEO: UAH and the Head of School: Clinical Medicine and Dean: UFS. Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these areas.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : can be sent to the Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered at Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Mr MJ Baleni

POST 21/418 : **HEAD CLINICAL DEPARTMENT: OBSTETRICS AND GYNAECOLOGY REF NO: H/H/9**

SALARY : R2 354 559 - R2 497 788 per annum, OSD, (excluding Commuted Overtime), all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical specialist in Obstetrics and Gynaecology Medical Sub-Specialist in Obstetrics and Gynaecology. Valid registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology or HPCSA specialist in Obstetrics and Gynaecology of a South African recognised Subspecialty in Obstetrics and Gynaecology. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognised Sub-Specialty. Must be willing to participate in compulsory commuted overtime. Valid driver's license. The following will be an added advantage Managerial qualifications or membership on relevant committees Evidence of Teaching and Learning, and examining (Undergraduate and Postgraduate level). Research experience e.g. publications, post-graduate supervision, National/Local Research organisations, PhD, M.Med or equivalent. Evidence of professional standing with the HPCSA and other organisations e.g CMSA. Knowledge and Skills: Knowledge of Health Sector related Service legislation, policies, and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity, and a strong work ethic. Ability to supervise, discipline, team building, manage projects, analyse data and encourage innovation.

DUTIES : Service delivery, medical administration and management and supervise the provision of outreach, in-reach, and support services within Free State Province. Manage and supervise the teaching and training of undergraduates

and postgraduates at UAH/UFS. Provide a leading role in the field of research, including conducting and supervising research both masters and Doctorate levels. Perform clinical governance and ensure compliance with legal and statutory requirements within the NDoH, OHSC, HPCSA, CMSA, UFS, Medical Administration and Management, etc: Perform all reasonable duties as directed by the Head of Clinical Services and CEO: UAH and the Head of School: Clinical Medicine and Dean: UFS. Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these areas.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : can be sent to the Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered at Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Mr MJ Baleni

POST 21/419 : **HEAD CLINICAL DEPARTMENT: PLASTIC AND RECONSTRUCTIVE SURGERY REF NO: H/H/10**

SALARY : R2 354 559 - R2 497 788 per annum, OSD, (excluding Commuted Overtime), all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical specialist in Plastic and Reconstructive Surgery. Valid registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. A minimum of 3 years of appropriate experience as a Medical Specialist. Be a South African citizen, a permanent resident of South Africa. Must be willing to participate in compulsory commuted overtime. Valid driver's license. The following will be an added advantage Managerial qualifications or membership on relevant committees Evidence of Teaching and Learning, and examining (Undergraduate and Postgraduate level). Research experience e.g. publications, post-graduate supervision, National/Local Research organisations, PhD, M.Med or equivalent. Evidence of professional standing with the HPCSA and other organisations e.g CMSA. Knowledge and Skills: Knowledge of Health Sector related Service legislation, policies, and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity, and a strong work ethic. Ability to supervise, discipline, team building, manage projects, analyse data and encourage innovation.

DUTIES : Service delivery, medical administration and management and supervise the provision of outreach, in-reach, and support services within Free State Province. Manage and supervise the teaching and training of undergraduates and postgraduates at UAH/UFS. Provide a leading role in the field of research, including conducting and supervising research both masters and Doctorate levels. Perform clinical governance and ensure compliance with legal and statutory requirements within the NDoH, OHSC, HPCSA, CMSA, UFS, Medical Administration and Management, etc: Perform all reasonable duties as directed by the Head of Clinical Services and CEO: UAH and the Head of School: Clinical Medicine and Dean: UFS. Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these areas.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : can be sent to the Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered at Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Mr MJ Baleni

POST 21/420 : **PROFESSIONAL NURSE PNB3 REF NO: H/O/35 (X2 POSTS)**
 Re-Advertisement (Those who applied are encouraged to re-apply)

SALARY : Grade 1: R627 474 - R703 752 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Fezile Dabi District Health Services: Sasolburg

- REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Primary Health Care with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Current registration with SANC (2023/2024). Knowledge and Skills: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision-making. 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 and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to PMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.
- ENQUIRIES** : Me. Pule Tel No: (016) 492 0507
- APPLICATIONS** : can be submitted by post to: The District Director Private Bag X 2005, Sasolburg, 1947 or hand delivery: 17 Fichardt Street, Sasolburg – Fezile Dabi District Office
- FOR ATTENTION** : Me. W.R. van Loggerenberg
- POST 21/421** : **PROFESSIONAL NURSE SPECIALTY PNB1-PNB2 REF NO: H/P/36 (X6 POSTS)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : HTA Site: Mangaung Metro District Services: Bloemfontein
- REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2023/2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience specific specialty after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge and Skills: Appropriate knowledge in the management of HIV Treatment and linkage to care services. Appropriate knowledge and experience in HIV Prevention strategies. NIMART trained.
- DUTIES** : To manage and support the implementation of the HIV Treatment and Prevention Programs at the High Transmission Area Site. Manage and support the implementation of the HIV Treatment and Prevention guidelines and

protocols. Manage and support implementation of HIV Treatment and linkage to care services. Manage and support implementation of HIV Prevention Strategy. Provide comprehensive package of care to key and vulnerable population accessing the site. Ensure proper programmatic data management. Roving to identified hot spots in Bloemfontein. Ability to work flexi hours. Liaise with different stakeholders to ensure optimal service delivery.

ENQUIRIES : Mr Chauke Tel No: (051) 408 1342
APPLICATIONS : can be submitted by post to: Mangaung Metro District Office, FSPC, Bloemfontein, 9300
FOR ATTENTION : Mokoqo TA

OFFICE OF THE PREMIER

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

APPLICATIONS : Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za

FOR ATTENTION : Ms J Kleynhans
CLOSING DATE : 07 July 2023 @ 16:00

NOTE : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

POST 21/422 : **HEAD OF DEPARTMENT: DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT REF NO: HOD: CSR&T**
(5 year employment contract position)

SALARY : R2 158 533 per annum (Level 16), all-inclusive remuneration package, Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CENTRE : Bloemfontein (Dept. of Community Safety, Roads and Transport)
REQUIREMENTS : The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Potential applicants for posts in the Senior Management

Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organisational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act, the Treasury Regulations, and any other law. This successful candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan of the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES

: Mr. AJ Venter, Deputy Director General: Corporate Administration and Coordination: Cell: 0825538178

POST 21/423

: **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT**
REF NO: HOD: SD
(5 year employment contract position)

SALARY

: R2 158 533 per annum (Level 16), all-inclusive remuneration package, Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CENTRE

: Bloemfontein (Dept. of Social Development)

REQUIREMENTS

: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organisational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act, the Treasury Regulations, and any other law. This successful candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan of the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

POST 21/424

: **HEAD OF DEPARTMENT: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION REF NO: HOD: SPORT**
(5 year employment contract position)

SALARY

: R2 158 533 per annum (Level 16), all-inclusive remuneration package, Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The

**CENTRE
REQUIREMENTS**

competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

- : Bloemfontein (Dept. of Sport, Arts, Culture & Recreation)
- : The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organisational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES

- : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act, the Treasury Regulations, and any other law. This successful candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan of the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

CLOSING DATE : 14 July 2023

NOTE : Applications must be submitted on the professional jobcentre (GPG) site only. The completed and signed Z83 form should be accompanied by a recently updated CV as well as originally certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Kindly note that successful candidates will be subjected to a competency assessment, security clearance in terms of a criminal record check, reference checks and verification of qualifications. All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. For SMS posts, following the interview and exercise, the recommended candidate/s will attend a generic managerial competency assessment.

MANAGEMENT ECHELON

POST 21/425 : **DEPUTY DIRECTOR-GENERAL: BUSINESS REGULATIONS AND GOVERNANCE (BRG)**
Directorate: Business Regulations and Governance

SALARY CENTRE REQUIREMENTS : R1 663 581 per annum (Level 15), (all-inclusive package)
: Umnotho House 56 Eloff Street Johannesburg
: An appropriate Law Degree or Public Administration/ Business Management (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA. 8-10 years' experience at Senior Management level, 8-10 years' experience in Business Regulation and Governance environment. Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za.

DUTIES : Provide strategic leadership in the development of legislation, regulations, policies and strategies for the GDED and the Province on Business Regulation, Governance, Intergovernmental Relations and Strategic Partnerships. Drive the collation of strategic information required to develop strategies, such as historical information on regulation and governance trends in the Province, past strategies, baseline for good regulatory and governance requirements for the Department and the Province as well as GDED strategic requirements. Lead the institutionalisation of Business regulation, governance and intergovernmental relations initiatives at GDED). Drive the enforcement of compliance with legislation, governance and related business mandates of the Province. Lead the research into the gaps in current processes, policies and procedures used in the implementation of Business Regulation and Governance matters as well as alignment with the aspirations of South Africa, the Province and GDED. Lead the research on the design and development of processes, systems and procedures for critical areas identified as important to have policies and procedures. Inform a comparison study to determine the contrast with requirements for GDED, as well as Economic agenda of South Africa and the Province and facilitate the development of an enforcement and compliance needs assessment. Provide leadership and guidance in the development of implementation guidelines and processes to address requirements identified on the need's valuation. Provide strategic leadership and guidance in the development of capacity building interventions to ensure that there is capability to implement enforcement of compliance with legislation, governance and related business mandates of the province. Oversee the implementation of capacity building initiatives, monitor and refine for effective implementation. Audit current systems, policies, procedures, gaps to evaluate appropriateness and impact on delivery of GDED's strategic objectives as well as compliance. Inform the execution of a needs analysis on stakeholder engagement with Provincial Government Departments, Municipalities,

Business, and Societal bodies on matters of Business Regulation and Governance. Provide strategic input at National and Provincial levels on strategies for business regulation. Engage various internal and external stakeholders for input, buy in and or re-adjustments of the strategy. Engage and encourage participation to Government and Municipal entities on Business Regulation, Governance matters and strategic objectives of the province. Engage provincial law enforcement authorities, such as SAPS, Metro Police and other law enforcement agencies to validate scope of relevant authorities and service level agreements. Facilitate approval of strategy and budgets Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through the GDED Governance structures. Execute and report as per approvals Define employee needs of the Branch. Recruit, appoint, and develop employees. manage performance, reward, motivate and discipline employees.

ENQUIRIES : Siphwe Nhlapho/Lwandile Phaledi/ Lebohang Molefe Tel No: (011) 355 8540/ 8526/8060

POST 21/426 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (inclusive of benefits)
: Umnotho House Johannesburg
: NQF Level 7 in Supply Chain Management/ Financial Management/Accounting/Logistics qualification as recognised by SAQA. 5 years' experience at middle management and 5 to 8 years' experience in the related environment. Code 8/10. Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za.

DUTIES : Develop an understanding of the GDED Supply Chain requirements with respect to policies, guidelines frameworks and strategic objectives. Collate legislative, regulatory and related supply chain guidelines GDED needs to comply with. Develop a GDED supply chain Management strategy and plan. Engage internal stakeholders for validation and approval of the strategy and plan. Understanding supply chain business rules for GDED, with respect to legislation and strategic objectives. Collate and validate supply chain requirements in line with governance requirements and best practices. Develop policies, procedures, guidelines and frameworks for consistent and effective execution of supply chain practices. Engage internal stakeholders for consultation and approval of developed policies, procedures, guidelines and frameworks. Conduct an audit of effectiveness of current supply chain systems, business rules with respect to achievement of GDED strategic objectives Conduct research and benchmarking of supply chain systems, business rules with respect to achievement of GDED strategic objectives. Conduct research and benchmarking of supply chain practices of other government departments in the province as well as similar departments in other provinces. Develop systems and supply chain business rules to improve effectiveness and efficiency and efficiency of functional operations of GDED. Engage relevant stakeholders for consultation, validation and approval of developed supply chain systems and business rules. Develop and implementation schedule and calendar that is aligned to other GDED internal financial processing times as well as Gauteng Department of Finance. Develop supply chain coaching processes and coach internal stakeholders on supply chain management requirements. Implement supply chain management practices in line with developed policies, procedures, guidelines and frameworks. Implement ongoing monitoring and evaluation for effectiveness. Define employees needs of the function. Recruit, appoint and develop employees. Performance manage, reward and discipline employees. Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through DED governance structures. Execute and report as per approvals.

ENQUIRIES : Siphwe Nhlapho/Lwandile Phaledi/ Lebohang Molefe Tel No: (011) 355 8540/ 8526/8060

POST 21/427 : **DIRECTOR: DRAFTING AND REGULATORY SERVICES (LEGAL DRAFTING AND POLICY)**
Directorate: Legal Advisory Services

SALARY : R1 162 200 per annum (Level 13), (inclusive of benefits)

CENTRE REQUIREMENTS : Umnotho House Johannesburg
: A relevant Law Degree (NQF level 7) / LLB as recognised by SAQA or as otherwise determined by the Minister of Justice and Constitutional Development. A minimum of 5 years in Middle Management experience in a legal services environment or related field. Code8/10. Successful completion of the certificate for entry into Senior Management Service (SMS) endorsed by the National School of Government available as an online course on www.thensg.gov.za

DUTIES : Review, edit and proofread legislation, amendments to legislation, legal notices and policies. Advise on the legality of proposed legislation, policies and other legal instruments. Conduct policy and legal research. Examine and comment on draft legislation, policies and legal notices. Undertake routine drafting projects (including preparing drafts of Bills, subordinate legislation and legal instruments). Draft legal opinions. Compile and submit the annual Legislative Programme to the Office of the Premier. Monitor the implementation of the annual Legislative Programme. Provide guidance, support and technical information to business units on the process for the development of legislation. Manage and co-ordinate the Path to Legislation. Facilitate the development, review, approval and publication of internal policies. Ensure compliance with legislative prescripts in the Promotion of Access to Information Act, 2000, the Promotion of Administrative Justice Act, 2000 and the Protection of Personal Information Act, 2013 including the submission of reports and responding to queries. Facilitate capacity-building interventions on legislation, as prescribed. Define budgetary requirements for the Legal Drafting and Policy Directorate function as per guidelines and the PFMA requirements. Get approval through the Chief Directorate Legal Advisory Services structures. Execute and report on expenditure as per approvals. Define employee needs for the function. Recruit, appoint, and develop employees. Performance manage, reward and discipline employees.

ENQUIRIES : Siphwe Nhlapho/Lwandile Phaledi/ Lebohang Molefe Tel No: (011) 355 8540/8526/8060

OTHER POSTS

POST 21/428 : **DEPUTY DIRECTOR: MANUFACTURING (SECONDARY)**
Directorate: Manufacturing (Secondary)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), all-inclusive package
: Umnotho House Johannesburg
: NQF Level 7/Degree in Economics and an Honours in Economics/Honours in Development Studies/ Honours in Development Economics would be an added advantage. 3 years' experience in a junior management position with experience in strategy development and implementation of programmes; it should be noted that a focus on industrial development initiatives/programmes for the manufacturing industry would be an added advantage. Knowledge and an understanding of strategic leadership, financial management, people management, networking, stakeholder relations, interpersonal skills, programme design and delivery, service delivery and innovation.

DUTIES : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing strategies for the manufacturing sector. Develop and review policies and strategies that advance coordination and cooperation amongst the different spheres of government. Develop and review sector strategies that align the development of the manufacturing sector to changes/developments in the industry. Develop implementation guidelines for reviewed policies and strategies. Determine if current policies and strategies are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the 10 high growth sectors. Identify a potential partner to implement provincial

objectives on industrialization. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialization purposes and ensure inclusive growth through township development. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialization. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and private sector in the development of sector plans and the implementation of projects for manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with the implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated on the implementation plan and Service Level Agreements. Assign duties and responsibilities and manage individual performance within the Sub directorate.

ENQUIRIES : Sphiwe Nhlapho Tel No: (011) 355 8540, Lebogang Molefe Tel No: (011) 355 8060, Lwandile Phaledi Tel No: (011) 355 8526

POST 21/429 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCES ADMINISTRATION (HRA)**
Directorate: Human Resource Administration

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07), plus benefits
Umnotho House Johannesburg
An NQF level 6 / 7 qualification in Human Resource Management, Public Management, Business Management, Industrial Psychology as recognised by SAQA. 1–2-years’ experience in HRA and 1-2 years’ experience in utilisation of PERSAL, Introduction to PERSAL certificate is essential.

DUTIES : Coordinate and manage all relevant documents needed for appointment. process all employees’ appointments and contract workers. Process all interns and learners appointments. Prepare and process all the documents for employee’s transfer. Manage relocations, secondments, and movements of officials from one component to another. Confirm all processes updated on PERSAL compile, request, and quality assure PERSAL reports. Prepare and process office allowances for employees in the office of the MEC and HOD. Facilitate and confirm all payment of acting allowances on PERSAL for employees who are appointed to act. • facilitate the payment of pay progression and performance bonus of qualifying employees to GDF for payment. Facilitate the adjustment of employee’s salaries and process all backdated payments. Compile and implement documents for interdepartmental debts. Facilitate the implementation of long service awards. Coordinate the administration of service benefits. Advise employees on their employment benefits. Coordinate the provision of homeowner’s allowance. Manage leave administration and reconciliation. Capture manual leave forms on sap backend system assist with leave errors detected on ESS. Administrate Pilir in line with contract specifications. Check medical aid documents received and submit to e-gov for implementation. Terminate employees through automotive termination system or manually through hr21. Prepare and process all the documents for pension funds. Process leave gratuity facilitate all termination processes assist in preparing presentations. Assist in writing memos for internal communication. Management of human resources records handle queries with internal staff, public, departments and other stakeholders. Handle ad hoc duties, garnishee orders, IRP5 requests, payslips requests, union membership application and change of banking details assign tasks to supervise staff (admin clerk, interns, and learners). Conduct performance reviews on supervised staff (admin clerk, interns, and learners). Train and discipline staff (admin clerk, interns, and learners) implement probation reports coordinate online payroll certification, create pay points and online workflow.

ENQUIRIES : Sphiwe Nhlapho Tel No: (011) 355 8540, Lebogang Molefe Tel No: (011) 355 8060, Lwandile Phaledi Tel No: (011) 355 8526

DEPARTMENT OF EDUCATION

- APPLICATIONS** : To apply for the positions, please apply online at <https://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.
- CLOSING DATE** : 14 July 2023
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. The online applications must be accompanied by a fully completed signed and initialled Z83 form, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, and a detailed CV. Applications without the signed and initialled Z83 form and detailed CV will be disqualified. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

OTHER POSTS

- POST 21/430** : **IT SUPPORT TECHNICIAN REF NO: REFS/ 017605**
Directorate: IT and Service Management
Sub- Directorate: District Office Support
- SALARY** : R359 517 per annum
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.
- DUTIES** : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.
- ENQUIRIES** : Ms. Eva Motshwaedi Tel No: (011) 843 6724

- POST 21/431** : **IT SUPPORT TECHNICIAN REF NO: REFS/017610**
 Directorate: IT and Service Management
 Sub- Directorate: Head Office Support
- SALARY** : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.
- DUTIES** : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.
- ENQUIRIES** : Ms. Eva Motshwaedi Tel No: (011) 843 6724
- POST 21/432** : **IT SUPPORT TECHNICIAN REF NO: REFS/017628 (X3 POSTS)**
 Directorate: School System Development and Technical Support
- SALARY** : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology or related 3-year related qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.
- DUTIES** : Support the ICT Schools network by installing and configuring ICT equipment in schools. Advise on technical changes in ICT. Liaise between management and Users. Manage and support IT security threats, Support SA SAMS Applications and other IT related applications in Gauteng schools. Provide first line technical support and maintain LAN/WAN to ensure minimum disruption to network connectivity. Support and maintain day to day operational issues of Institutions/schools to ensure a stable and efficient ICT environment. Attend to user complaints. Report on IT usage from all schools. Administer and support GDE user base. Monitor and manage Principal's email accounts and Microsoft Office 365.
- ENQUIRIES** : Ms. Martha Pule Tel No: (011) 355 1242.
- POST 21/433** : **APPLICATION ANALYST REF NO: REFS/017617**
 Directorate: IT Systems and Support Services
- SALARY** : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum 2 years' experience as a systems analyst. A professional certificate in Systems analysis/Software Quality Assurance will be an added advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is

Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC), ability to Interpret the User Requirements Specification (URS), knowledge of quality assurance practices and tools are required. A valid driver's license is essential.

DUTIES : Conduct business requirement analysis; identify user specifications and requirements, compile and document Business Requirement Specification, develop and document business processes. collect and perform maintenance on data as per business requirements, perform maintenance of all developed and existing data requirements, identify gap analysis within the Business Process Model. Coordinate the implementation of operational processes solutions to be applied in the business environment; liaise with relevant stakeholders, facilitate workshops with the subject matter experts and other stakeholders, manage the provision of user and system in line with the demand management escalation process. Provide inputs in the development of information systems governance policies, procedures, and guidelines, record standards, methods, and tools. Conduct user training on system functionality, document applications user manuals, perform and manage high level of unit testing, ability to manage multiple and changing priorities, must have driver's license.

ENQUIRIES : Ms. Phindile Ngobeni Tel No: (011) 843 6740.

POST 21/434 : **SYSTEM DEVELOPER REF NO: REFS/017636**
Directorate: IT Systems and Support Services

SALARY : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum of 2 or more years relevant experience in software development field. Knowledge of RDBMS (Relational Database Management Systems) with experience in SQL Server and SQL Server Reporting Services, Strong understanding of Object-Orientated Programming, Significant experience in C#, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern and .Net Core(Web API and MVC Core), SQL Stored Procedures, XML, JSON and Knowledge working with Web API like Google Maps API is an advantage, Knowledge of DevOps and Microsoft Azure environment will be highly advantageous; Server and back-end development experience. Knowledge of various development platforms and application support; knowledge of legislative framework within the Public Sector; Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Department. A valid driver's license is essential.

DUTIES : To develop application solutions as specified by the Information Systems, encoding of system applications by converting work-flow information into computer language, develop /design business intelligence dashboards, perform system audits, testing of integrated application systems codes for possible updates/improvements, integration of different platforms in application development, perform system backups, system recovery and upgrades, maintenance and bug-resolution, Help in maintaining development and productions environments, and maintain systems currently housed at the department by performing tasks allocated to them, compile weekly reports.

ENQUIRIES : Ms. Phindile Ngobeni Tel No: (011) 843 6740

POST 21/435 : **SENIOR COMMUNICATION OFFICER: SOCIAL MEDIA AND CAMPAIGNS REF NO: REFS/017927**
Directorate: External Communication and Media Liaison

SALARY : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Communication/ Public Relations/ Digital & Social Media Marketing or a related three-year qualification plus a minimum of 2 years' experience in a

		communication environment. Knowledge of social dynamics of communities, relevant education acts and policies. Knowledge of GPG and GDE policies and procedures. Knowledge of the Public Service Act and Regulations. Strong understanding of social media and campaigns. Public Finance Management Act. Basic graphic design skills and knowledge. Public procurement procedures and financial related policies. Computer literacy. Good verbal and written communication. Planning and organisation. Good inter-personal relations. A valid driver's license is essential.
<u>DUTIES</u>	:	Facilitate the development and execution of communication tactics aimed at marketing/promoting and maintaining good image for the department, especially on social media. Develop weekly, monthly, quarterly and annual social media plans, in conjunction with the Deputy Director: social media and Campaigns. Develop and consolidate strong social media ties and outreach to public and various stakeholders. Develop coherent messaging for social media campaigns. Ensure GDE social media platforms adhere to all legal requirements (copyrights etc). Assist in the development of social media products. Participate in departmental communication planning and task teams. Manage and brief interns. Supervise, monitor and report the impact of GDE social media campaigns. Assist with graphic design services for social media. Provide support and sustain good relations with internal and external stakeholders. Accompany the Executive Authority/ Departmental Head on request to events and public meetings. Ensure efficient creation/ distribution and control of virtual communication (social media) within the department. Provide exceptional services in circulating virtual communication. Develop content for print, broadcast and virtual media. Facilitate the verification that the Executive Authority/ Departmental Head's accurate stories and picture to be posted on social media and blogs. Participate in the development of a communication policy, procedures and guidelines for key departmental programmes and social media campaigns. Analyse each weekly/ monthly social media publicity reports and compare it with previous weeks/ months. Monitor social media platforms daily and advise the Management within the Directorate and GDE. Provide advice and guidance in respect of all Communication services, policies, systems and development. Facilitate and coordinate training of departmental officials in terms of social media procedures (social media policy) in dealing with departmental content. Ensure that profiles are updated and available on all Social Media platforms (Facebook/twitter/ blogs). Make necessary corrections on factual inaccuracies in the social media, including the usage of the correct corporate identity imagery and documents. Supervise and develop Staff. Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously. Provide continuous coaching and mentoring of subordinates. Assist in the provisioning of stationery and office supplies. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance.
<u>ENQUIRIES</u>	:	Mr. Khuitsemang Diseko Tel No: (011) 355 1565
<u>POST 21/436</u>	:	<u>SENIOR PERSONNEL PRACTITIONER (EAP/HIV/AIDS COORDINATOR) (X2 POSTS)</u> Sub-Directorate: Performance Management and Development
<u>SALARY CENTRE</u>	:	R359 517 per annum Gauteng West District Ref No: REFS/018179 Gauteng East District Ref No: REFS/017694
<u>REQUIREMENTS</u>	:	An appropriate recognized 3- year tertiary qualification in Social Work / Psychology plus a minimum of 2 years' relevant experience in EAP/HIV environment. Knowledge of policies on EAP and HIV/AIDS and applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative analytical and organizational Skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the

- applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.
- ENQUIRIES** : Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)
Mr Mpho Leotlela Tel No: 011 736 0717 (GE)
- POST 21/437** : **SENIOR ADMIN OFFICER REF NO: REFS/017652**
Sub-Directorate: Information Systems and Strategic Planning
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
Ekurhuleni South District
: An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Information Systems, Computer Science, Finance Information Systems or a related three-year qualification, plus a minimum of 2 years relevant experience in an Administrative Officer role. Knowledge of relevant prescribed Act, regulations and policies within Government. Computer Literacy, good telephone etiquette, sound organizational skills, verbal and non-verbal communication skills.
- DUTIES** : Coordinate and control data information systems and processes. Ensure that quality of information is collected using the correct systems and processes e.g. SASAMS/Data Quality Assurance Utility, Valistractor and Data Driven Dashboard Application. Capture and maintain district information database. Analyze, verify, interpret, and present data to internal and external clients through data surveys. Provide and maintain effective document management systems. Assist in designing form to collect and store data for future use. Ensure that document storage, archiving, back-up and recovery procedures are functioning correctly. Monitor and review data collection methods, systems and processes to enhance service delivery. Consolidate information and compile data report for the consumption of all relevant stakeholders. Maintain and distribute documents/packages to various stakeholders as requested. Provide feedback information through both summary and comprehensive reports. Comply with policies, prescripts and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to data management. Keep abreast new policies and other regulatory requirements such as POPI Act. Render general office administration services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics and handle routine enquiries. Keep and maintain the filing system for the district. Keep and maintain the incoming and outgoing data of the schools within the district. Supervision and training of staff. Manage and communicate with staff. Allocate and monitor duties to subordinates.
- ENQUIRIES** : Mr Xolani Kheswa (ES District) Tel No: (011) 389 6062
- POST 21/438** : **SENIOR ADMIN OFFICER: TRANSPORT (X2 POSTS)**
Sub-Directorate: Finance and Administration
Unit: Office Service Pool
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Tshwane South District Ref No: REFS/018155
: Ekurhuleni South District Ref No: REFS/017643
: An appropriate recognized three - year National Diploma/Degree in Transport Management plus a minimum of 2-3 years' relevant experience in Transport management. Knowledge of PFMA, National Transport Circulars. Public Service Act and Regulations. Knowledge of Supply Chain Management Policy and Electronic Log Sheet System. Computer literacy, communication and Supervisory skills. Report writing, interpersonal and problem solving skills. A valid driver's license is essential.
- DUTIES** : Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with

regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

- ENQUIRIES** : Mr. Thabiso Mphosi (TS District) Tel No: (012) 401 6434
Ms. Xolani Kheswa (ES District) Tel No: (011) 389 6082
- POST 21/439** : **SENIOR ADMIN OFFICER (X3 POSTS)**
Sub-Directorate: Finance and Administration
Unit: Office Service Pool
- SALARY CENTRE** : R359 517 per annum
: Johannesburg West District Ref No: REFS/018022
: Tshwane North District Ref No: REFS/018039
: Johannesburg Central District Ref No: REFS/018033
- REQUIREMENTS** : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management/ Records and Archives Management or a related three – year qualification plus a minimum of 2 years’ relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Applicant must have knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. Applicant must be in a possession of a South African valid driver’s license.
- DUTIES** : Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Center. Ensure proper maintenance of the District Office and Teacher Center. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopier) services are rendered. Ensure proper implementation of the file plan. Ensure that the district electronic mail system

is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment's are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

ENQUIRIES : Ms. Lizwe Jafta (JW District) Tel No: (011) 831 5433
 Ms. Rejoice Manamela (TN District) Tel No: (012) 543 4313
 Mr Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 21/440 : **SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION REF NO: REFS/018214**
 Sub-Directorate: Education Support

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Johannesburg North District
 : An appropriate recognized three- year National Diploma/Degree in Public Administration /Public Management/Office Management/ Office Administration/Administrative Management plus a minimum of 2 - 3 years' experience in providing administration / office support in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver's license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point. A valid driver's license is essential.

DUTIES : Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling od documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

ENQUIRIES : Ms. Nelisiwe Mashazi Tel No: (011) 594 9207

POST 21/441 : **SENIOR ADMIN OFFICER (X4 POSTS)**
 Sub-Directorate: Finance and Administration
 Unit: Provisioning and Administration for Institutions

SALARY CENTRE : R359 517 per annum
 Sedibeng West District Ref No: REFS/017879
 Johannesburg East District Ref No: REFS/017908
 Johannesburg West District Ref No: REFS/017894
 Sedibeng East District Ref No: REFS/018142

REQUIREMENTS : An appropriate recognized 3-year relevant qualification National Diploma/Degree in Public Administrative/Public Management/Office Management /Office administration/Administrative Management plus a minimum of 2 -3 years' relevant experience in administration, financial administration, supply chain management, records management and asset management. Knowledge of Treasury Regulations, Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal communication Skills Applicant must be in a possession of a South African valid driver's license.

- DUTIES** : Provide effective administrative support to the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, policies. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide supervision to personnel in the Business Unit, Allocate and ensure quality of work.
- ENQUIRIES** : Ms. Bertha Mlotshwa (SW District) Tel No: (016) 594 9207
Ms Elizabeth Moloko (JE District) Tel No: (011) 666 9109
Mr Lizwe Jafta (JW District) Tel No: (011) 831 5433
Ms. Nomathemba Xawuka (SE District) Tel No: (016) 440 1717
- POST 21/442** : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: REFS/018145**
Directorate: Maintenance
Sub Directorate: Maintenance and Work Inspections
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
Head Office, Johannesburg
National Diploma in Electrical or N3 with passed Trade Test or National Diploma in Engineering Plus a minimum of 3 Years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all electrical projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.
- ENQUIRIES** : Ms. Sissy Baduza Tel No: (011) 843 6792
- POST 21/443** : **SENIOR ADMINISTRATION OFFICER: SCHOOL MANAGEMENT-LTSM REF NO: REFS/017955**
Directorate: Library Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
Head Office, Johannesburg
An appropriate recognized 3-year National Diploma/ Degree in Public Administration and Management / Finance Management/ Accounting Management plus a minimum of 2 years' experience in administration and financial environment. Knowledge of Public Service Regulations, Financial Procedures, Treasury Regulations, Basic Accounting System (BAS) system. Have Computer Literacy, Interpersonal, Organising, Planning, Communication (Written and Verbal), Analytical, Problem-Solving Skills, Financial Management Skills and Report Writing Skills. A valid driver's license is essential.
- DUTIES** : Provide financial management services; facilitates, 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), Oversee effective, efficient and economical utilisation of funds, Document and communicate procedures for accessing and shifting of funds, Coordinate budgeting, audit and financial functions, Verify Travel & Subsistence and sundry claims. Administer the procurements of goods and services; Compile, manage and maintain the Demand Management Plan, Facilitate Supply Chain Management services, Facilitate monthly, quarterly and annual reporting on SCM related matters, Control over safekeeping, utilisation and maintenance of all assets, Ensure proper administration of sourcing and evaluation of quotations, Handle queries from internal and external clients relating to supply chain matters, Render general office support services; Supervise, motivate and develop staff through individual performance agreements, Provide assistance in the developing/reviewing of operational plan, Compile various submissions/ memoranda and responses on finance management, Attend to financial

		queries from Internal Audit, Administer leave forms/attend to queries, Make travel/conference bookings and confirmations, Provide secretariat services; Administer asset, Maintain asset register, Liaise with asset unit during asset verification, Manage outgoing and on-going assets, Allocate equipment to officials.
<u>ENQUIRIES</u>	:	Dr. Mandla Masango at (064) 929 8708
<u>POST 21/444</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES AND BOOKKEEPING REF NO: REFS/018141</u> Directorate: Financial Statements, Salaries and Bookkeeping
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-years' experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Managed telephones, cell phones and GG vehicles expenditure. Authorize, update and maintain telephones, cell phones, telephone registers and cost centers and Clear exceptions and erroneous transactions, ensure payments and interfaces are reconciled. Journalize expenditure to various offices Ensure the efficiency and effectiveness of the suspense accounts, as well travel and subsistence claims in accordance with the PFMA and National Treasury Regulations Participate in the clearing of suspense accounts. Ensure that suspense accounts files are verified to identify reasons for deviations and ensure that all exceptions are cleared before month / year end closure and ensure that any other suspense accounts are cleared within 30 days. Provide compilation of consolidated age analysis per account and compare with balances on the Trial Balance. Ensure efficient and effective of the payment of travel and subsistence claims and advance payments. Supervision of Staff Process electronic journal transactions Allocate duties to subordinates. Ensure that staff are assessed in line with the performance management policy. Write letters, submissions, and other forms of communications. Conduct performance assessments for subordinate personnel. Support and monitor subordinate's performance. Monitor attendance register and leave records.
<u>ENQUIRIES</u>	:	Mr Nhlamulo Manganye Tel No: (011) 355 0061
<u>POST 21/445</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL STATEMENTS AND REPORTING REF NO: REFS/018222 (X3 POSTS)</u> Directorate: Financial Statements, Salaries and Bookkeeping
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-years' experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Assist in Preparing Monthly, Quarterly and Annual Financial Statements. Requested and downloaded BAS reports to prepare financial statements. Request Trial Balance after month closure. Reviewing the trial balance for incorrect entries before cutting and importing to IFS template. Import the trial balance to the IFS template and map to the relevant classification. Responsible for preparation of immovable assets working paper. Ensure correctness and

completeness of Work in progress in the asset register. Ensure that financial inputs as submitted by relevant units are accurate, complete and that financial transactions of immovable asset are recorded in the correct accounting period. Draw up inventory of assets and liabilities to be transferred. Prepare a submission for approval by the HOD. File the copy of the acceptance letter with Provincial Treasury and the Auditor-General of South Africa Monthly preparation of funds requisition and cash allocation support. Analyze and identify all payments made and incurred. Prepare a funds requisition and a cash allocation report. Update budget and expenditure on the cash allocation template for expenditure analysis. Assist with Audit related matters. Attend Audit meetings when required. Assist with information required for Audit findings. Prepare contingent liability working paper and Review Expenditure misallocation on monthly basis. Updated contingent liability schedule with liabilities incurred, Closed cases etc. Compile misallocation reconciliation on monthly basis.

ENQUIRIES : Mr Nhlamulo Manganye Tel No: (011) 355 0061

POST 21/446 : **SENIOR ADMINISTRATION OFFICER: WAREHOUSE REF NO: REFS/018194**
Directorate: Asset Management

SALARY CENTRE REQUIREMENTS : R359 517 per annum
Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma/ Degree in Financial Management/ Internal Auditing/Business Management/Supply Chain Management plus 1-2 years' experience in warehouse operations. Knowledge of warehouse operations, policies and systems. Working knowledge of the relevant Acts, prescripts, regulations, practice, and procedure pertaining to the operation of warehouse. Sound knowledge on the operation and utilisation of the binding machines, Dictaphones, computer, printer, photocopier, fax machine, data video projections. Must be able to follow procedures, cope with pressure, work in a team, maintain confidentiality, be honest and be respectful. Advanced computer literacy, communication skills, interpersonal skills, language skills, problem solving skills and report writing skills. A valid driver's license is essential.

DUTIES : To provide an effective and efficient transversal office management support services for the Sub-Directorate. Participate in the efficient running of the warehouse. Oversee the delivery of furniture and other stores to the institutions, districts and Head Office. Receive, store furniture and equipment in accordance to categories. Maintain warehouse inventory. Make inputs in the planning and budgeting for the warehouse. Monitoring and/or administration of government vehicles and fuel utilization. Implement warehouse policies and procedure manuals. Provide advice to stakeholders on related matters. Provide administrative support services for the Sub-Directorate. Maintain the effective flow of information and documents to and from the sub-directorate. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of reports. E.g progress reports, monthly reports etc. Respond to inquiries received from internal and external stakeholders. Supervise staff. Supervise and identify poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit work plans, performance development plans, job descriptions and performance agreements of staff. Ensure staff is kept abreast of all new prescripts and policies. Implement and maintain administrative systems and procedures for the Sub-directorate. Ensure proper maintenance of the filing system for the sub-directorate in terms of the departmental filing system prescripts. Ensure the maintenance of the tracking system for office correspondence from and to the Sub-directorate. Follow up systems of the Sub-directorate for the implementation of recommendations and resolutions emanating from meetings.

ENQUIRIES : Mr. Moses Machoga at 071 474 8427

POST 21/447 : **SENIOR PERSONNEL PRACTITIONER: HRD REF NO: REFS/017657**
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

- SALARY** : R359 517 per annum
- CENTRE** : Ekurhuleni South District
- REQUIREMENTS** : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development or a related three-year qualification plus a minimum of 2 years' relevant experience in the HR working environment. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Supervisory skills, Computer literacy and ability to work under pressure. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** : The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.
- ENQUIRIES** : Mr. Xolani Kheswa Tel No: (011) 389 6062
- POST 21/448** : **CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE (X3 POSTS)**
Sub Directorate: Transversal Human Resource Services
- SALARY** : R359 517 per annum
- CENTRE** : Johannesburg South District Ref No: REFS/017667
Johannesburg North District Ref No: REFS/018011
Tshwane North District Ref No: REFS/017682
- REQUIREMENTS** : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** : To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on PERSAL Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on PERSAL and current and update records on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advice GDF on debt not captured on PERSAL and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.
- ENQUIRIES** : Ms. Lola Malimagovha Tel No: (011) 247 5944
Ms. Nelisiwe Mashazi Tel No: (011) 694 9321
Ms Rejoice Manamela Tel No (012) 543 4313

- POST 21/449** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (X5 POSTS)**
Sub Directorate: Transversal Human Resource Services
- SALARY CENTRE** : R359 517 per annum
Johannesburg West District Ref No: REFS/017745
Gauteng East District Ref No: REFS/017684
Ekurhuleni South District Ref No: REFS/017672
Johannesburg North District Ref No: REFS/017980 (X2 Posts)
- REQUIREMENTS** : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers. Knowledge of National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, Presentation, Facilitation and supervisory skills. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** : Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the District. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79 / HR1 to Head Office for publication. Receive and distribute vacancy list within the District (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.
- ENQUIRIES** : Mr. Lizwe Jafta Tel No: (011) 831 5433
Mr. Mpho Leotlela Tel No: (011) 736 0717
Mr. Xolani Kheswa Tel No: (011) 389 6062.
Ms. Nelisiwe Mashazi.Tel No: (011) 694 9321
- POST 21/450** : **SENIOR PROVISIONING ADMIN OFFICER (X2 POSTS)**
Sub Directorate: Finance & Administration
Section: Office Service Pool
- SALARY CENTRE** : R359 517 per annum
Ekurhuleni North District Ref No: REFS/017608
Gauteng North District Ref No: REFS/017920
- REQUIREMENTS** : An appropriate recognized 3-year National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics Management or related three-year qualification plus a minimum of 2 - 3 years' relevant experience in Asset Management/Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Asset policy, Public Service Act and Regulation. Knowledge of Traversal systems (SRM, SAP and BAS), Financial & Procurement procedures. Standard Chart of Accounts (SCOA. Excellent communication skills, verbal and written. Presentation, Computer literacy, Interpersonal relations, report writing, time management,

<u>DUTIES</u>	<p>analytical. Supervisory and financial management skills. Applicant must be in a possession of a South African valid driver's license.</p> <p>: Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01's and compare them to the Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01's and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and Service that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.</p>
<u>ENQUIRIES</u>	<p>: Ms. Emily Mochela Tel No: (011) 746 8190 (EN) Ms Mathodi Moloto Tel No: (012) 846 3641 (GN)</p>
<u>POST 21/451</u>	<p>: <u>SENIOR PROVISIONING ADMIN OFFICER: AUXILIARY SUPPORT SERVICES REF NO: REFS/017686 (X2 POSTS)</u> Directorate: Auxiliary Services and Fleet Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R359 517 per annum</p> <p>: Head Office, Johannesburg</p> <p>: An appropriate recognized three- year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or a three- year related qualification plus a minimum of 2 years' experience in Supervisory level in Auxiliary Support Services /provision of Admin Support. Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, Organising skills, Report writing skill, Administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines. A valid driver's license is essential.</p>
<u>DUTIES</u>	<p>: Provide administrative support to the Business Unit. Render assistance during the compilation of the budgeting, audit, and financial functions, monitoring expenditure and resources. Ensure that goods and services are procured according to the procurement and budget plan of the business Unit. Ensure that the correct item, quantity, and quality are delivered according to the purchase order. Follow up on the status of orders and payments, Ensure the implementation of procurement processes and procedures to prevent deviations. Coordinate and monitor assets in the Business Unit. Compile submissions for procurement of goods and services. Compile correspondence, reports, presentations, and other written material for the Business Unit. Facilitate efficient and effective clean working environment. Liaise with service providers on Waste Management matters and Hygiene Services. Compile monthly reports, Ensure the provision of cleaning material and equipment to all cleaners. Prepare inventory management for cleaning material. Liaise with property owner about the day-to-day maintenance of ablution. Oversee the provision of general assistant work. Monitor and ensure that the function of loading and off-loading furniture to relevant destinations is performed. Monitor and ensure that government vehicles are cleaned. Implement Auxiliary Support policies, guidelines, and procedures. Participate in the development and review of the uniform and protective clothing policy. Ensure Compliance to Occupational Health and Safety Policy that spot check is conducted on a</p>

weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure that Performance Management System is executed. Allocate and ensure quality of work.

ENQUIRIES : Mr. Joe Mokhosi Tel No: (011) 355 0761

POST 21/452 : **SENIOR PERSONNEL PRACTITIONER: PMD REF NO: REFS/018042**
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

SALARY : R359 517 per annum
CENTRE : Tshwane West District
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Public Administration majoring in Personnel Management or a related three-year qualification plus a minimum of 2 years' experience in Performance Management and Development Systems with PERSAL Certificate. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act, HIV/AIDS Workplace Policy, IQMS/QMS and PMDS Policies). Knowledge and understanding of Human Resource Management Practices and Procedures. Knowledge of Persal System and knowledge of Public Finance Management Act. Computer literacy, Communication Skills, Project Management, Interpersonal relations, Presentation skills, Financial Management skills, Report writing and minutes taking. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Co-ordinate the submission and implementation of Performance Management and Development System. Coordinate the submission of Performance Agreements for SL 1-12 employees by March 31st. Coordinate the submission and receipt of Performance Reviews for SL 1-12 employees by July 31st. Coordinate the submission and receipt of Performance Assessments SL 1-12. employees by September 30th. Coordinate the collection and analysis of educator scores (QMS) statistical data in line with educator performance cycles. Perform quality assurance on the PMDS documentation from the Business Units and receipt of probationary reports to determine first time applicants on the system. Capturing and processing of Performance Agreements, Reviews and Assessments on PERSAL of school and office district officials. Coordinate the correct implementation and capturing of PMDS outcomes on PERSAL for all employees. Facilitate the capturing of Performance Agreements, Reviews and assessments on PERSAL for district and school-based officials (PS staff). Facilitate the collection and capturing of Performance Agreements, Reviews, Assessments on PERSAL for office-based officials (EMS-PMDS) and quality assure submitted documents vs. the approved job description. Facilitate the capturing of QMS Performance Agreements, Reviews and Assessments on PERSAL for school-based educators. Compile of pre-payment exception submission to request post-payment exception reports from Head Office to verify accuracy and eligibility of incentives paid to employees. Collate the provision of Annual Incentives and Pay Progression on PERSAL for qualifying district officials and school-based officials. Facilitate payment of performance bonuses for employees in the District and Institutions (PS staff). Ensure Maintenance of Performance Management and Development Systems database/ records. Ensure the storage of PMDS reports and statistics for the district and schools. Ensure maintenance of PMDS electronic and manual records on PERSAL. Coordinate the provision of PERSAL report to alleviate audit queries. Conduct refresher training for PMDS (PS) to newly appointed and promoted employees in Districts and schools. Provide administrative support services for the Business Unit. Draft and submit training plans to relevant stakeholders and PMD unit. Coordinate the collection and submission of Performance Assessment for educators scores (QMS) statistical data in line with educator performance cycles for the deliberation of the Moderating Committee. Perform data capturing and effective record keeping in the Unit. Provide secretarial and administrative support for meetings and workshops as part of PMDS training and implementation, interpreting and explaining the PMDS policies and procedures to the district and schools' personnel.

ENQUIRIES : Ms. Priscilla Ravele Tel No: (012) 725 1451

- POST 21/453** : **SENIOR PROVISIONING ADMIN OFFICER REF NO: REFS/018161**
Sub-directorate: Finance and Administration
Unit: Provisioning and Administration
- SALARY** : R359 517 per annum
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree in Financial Management/Financial Accounting/Accounting/Management Accounting plus a minimum of 2 years' relevant experience in a Finance Environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, Good verbal and written communication skills Planning and organization and Good inter-personal relations. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** : Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.
- ENQUIRIES** : Mr. Thabiso Mphosi Tel No: (012) 401 6434
- POST 21/454** : **SENIOR ADMINISTRATION OFFICER: SKILLS DEVELOPMENT PLANNING REF NO: REFS/018240**
Directorate: Performance Management Development
- SALARY** : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in Human Resources Development or Human Resources Management Specialising with Management of Training or related three year qualification plus a minimum of 3 years' experience in Human Resource Development or Management of Training. Good knowledge of Human Resources Development. Knowledge of applicable skills development legislation, regulations, and policies. Planning and organizing skills, Stakeholder engagements, Computer skills- MS Office (Word, Excel, PowerPoint), Good verbal and written Communications skills and report writing skills. A Valid driver's license.
- DUTIES** : Manage the process of compiling the Work Skills Plan. Conduct training needs identification from different sources. Consolidate all identified training needs. Facilitate the prioritization of training needs. Develop a Work Skills Plan for approval by DSDCT. Upload WSPR on both ETDP-SETA and P-SETA website for submission on time. Manage the reports to internal and external stakeholders including the ratification of monthly, quarterly, and Annual training reports. Identify a list of all internal and external stakeholders to be reported to Collate reports from different units. Compile monthly, quarterly and annual training reports, Submit report on time. Manage learnerships and internships for youth and employees. Collate intern requests from district and Schools.

Recruit interns, Place interns, manage performance of Interns, manage intern exit strategy, Facilitate the development of MOU with external funded interns. Manage implementation of Adult Education and Training and FET (Matric) programmes. Identify staff without matric qualifications, Conduct AET Advocacy campaigns, enroll staff to an AET programmes, Provide Principals/supervisors with Learner progress reports. Manage the Bursary scheme for PS School Based and Office Based staff. Budget for Bursaries, advertise bursaries, Develop and manage Bursary database, Track progress of bursary holders, identify defaulters and provide progress report.

ENQUIRIES

: Ms. Motshedisi Ramohloki Tel No: (011) 843 6656

POST 21/455

: **SENIOR STATE ACCOUNTANT REF NO: REFS/017591 (X10 POSTS)**
Directorate: Management Accounting

SALARY

: R359 517 per annum

CENTRE

: Head Office, Johannesburg

REQUIREMENTS

: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-year experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.

DUTIES

: Prepare cost centre original budget documents. Populate the districts split budget template. Cost the operational plans. Prepare cash flow projections that correlate with the indicative allocation. Submit the projections to the relevant office. File signed budget copies. Analyze spending patterns for the business unit. Prepare and submit adjustment budget movements. Keep records of adjustment budget documents. Capture the budget on the Basic Accounting System (BAS). Capture adjusted budget on BAS per programme and economic classification. Capture year-end movements on BAS per programme and economic classification. Keep records of single year budget reports. Undertake analysis of expenditure and clearing of misallocations. Analyze expenditure including compilation of Matlotlo reports. Provide support to Business Units on the amendment of errors identified during the analysis report. Ensure that the process of clearing misallocations is fast-tracked by parking journals within 48 hours. File the expenditure analysis report. Advice and support Business Units on expenditure related matters and reporting. Provide inputs to monthly Expenditure Analysis Report, Matlotlo Report, and adhoc Reports. Provide inputs during the consolidation of cash flow projections of the department as per PFMA section 40 requirements. Guide and support Business Units on expenditure related matters. Attend to audit and expenditure management queries. Report progress and bottlenecks to the Supervisor and during the Directorate meetings. Verify availability of budget before procurement process. Verify requisition forms for Goods & Services in line with Operation Plan, Cash flow, Procurement Plan and the SCOA allocations. Verify accuracy of allocations on created purchase orders. Check the status of payments and ascertain that service providers are paid. Prepare monthly and year end accruals and commitments for submission.

ENQUIRIES

: Ms Matshidiso Kobe Tel No: (011) 355 0303

POST 21/456

: **SENIOR STATE ACCOUNTANT (X2 POSTS)**
Directorate: Finance & Administration

SALARY

: R359 517 per annum

CENTRE

: Gauteng West District Ref No: REFS/017603

: Sedibeng East District Ref No: REFS/017614

REQUIREMENTS

: An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or related three-year qualification plus a minimum of 2 years' experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems

(BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Receive Budget Allocation letter for the financial year in respect of the district, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and. allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain PERSAL reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.

ENQUIRIES : Ms Louisa Dhlamini (GN District) Tel No: (011) 660 4581
Ms Nomathemba Xawuka (SE District) Tel No: (016) 440 1717

POST 21/457 : **SENIOR ADMINISTRATION OFFICER: ANTI CORRUPTION, ETHICS AND INTEGRITY MANAGEMENT REF NO: REFS/018241(X2 POSTS)**
Directorate: Risk and Compliance Management

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in /Accounting/Auditing/ Investigations/Ethics/Integrity Management or equivalent qualification; plus, a minimum of 2 years' experience in forensic investigations / Anti-Corruption environment/ Auditing/ Ethics. Knowledge of Forensic Investigations /Anti-Corruption/Ethics and Integrity Management Practices. Membership of a professional body related to the fraud & forensic field or ethics & integrity management will serve as an advantage. Planning and organizing skills, Stakeholder engagements, Computer skills- MS Office (Word, Excel, PowerPoint), Good verbal and written Communications skills and report writing skills. A Valid driver's license.

DUTIES : Implementation of anti-corruption, Ethics, and Integrity Management strategies. Coordination and promotion of sound ethics and integrity management functions and assist in the achievement of the objectives of the unit and that of the department. Assist employees with the e-disclosure processes and maintenance of a gift register for all GDE officials. Facilitate the combating, monitoring, and reporting of potential conflicts by officials while performing their duties. Conduct preliminary and detailed forensic investigations into allegations of fraud, corruption, and any misconduct, in line with the Forensic Methodology and Investigation Plans. Obtain sufficient and appropriate evidence or information using approved investigation methodology and legally accepted procedures (evidence that must be admissible in a court of law, disciplinary proceedings, and civil law) and maintain the chain of custody. Conduct interviews with officials/persons who can provide clarity or are suspected to have committed irregularities. Obtain statements or affidavits from complainants and witnesses in the execution of the investigations to ensure that all angles of evidence are covered. Conduct site visits for investigative purposes. Trace flow of transactions through records and identify the loss suffered. Provide forensic investigation reports (preliminary and or comprehensive forensic report) within the allocated time frames as per the investigation plan. Attend disciplinary hearings and or court hearings to testify when required. Ensure that all investigation activities and gathered evidence is maintained on the Forensic investigation file.

ENQUIRIES : Ms. Mamogodi Makgolo Tel No: (011) 355 0261

POST 21/458 : **SENIOR STATE ACCOUNTANT: SCHOOL FINANCIAL GOVERNANCE & MONITORING REF NO: REFS/017624**
Directorate: School Funding Management

SALARY : R359 517 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/Degree in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus 2-year experience working in the Financial Management environment. Knowledge of Legislative Frameworks (South African School's Act, National Norms and Standards on School Funding) Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure all public schools maintain proper financial management and administration; and proper internal controls in line with the Schools Act and its Directives of administering school funds. Ensure compliance with the Norms and Standards on School Funding for section 21 schools. Implement early warning signals to ensure challenges are identified proactively. Receive and process applications relating to SASA sections 36 & 37. Receive, analyse, and provide reports on Audited Annual Financial Statements submitted by schools within the specified timeframes. Administer and monitor payments of municipal accounts for partial Section 21 schools and prepare monthly reports and expenditure analysis to identify spending trends and identify over-expenditure regularly. Ensure payments are finalized within 30 days. Prepare and submit monthly/yearly accruals within a specified period. Provide support to districts for section 21 schools' municipal accounts. Liaise with municipalities/Eskom on issues relating school accounts. Ensure compliance with Norms and Standards relating to School Fee Exemption, process qualifying applications and prepare schedules for payment and reports thereof. Liaise with all relevant stakeholders connected to the Directorate. Prepare ad hoc reports when required. Assist with audit queries. Provide administrative support to management. Allocate and ensure quality of work. Supervise human resources /staff. Assess staff performance. Apply discipline. Personnel development.
<u>ENQUIRIES</u>	:	Mr. Itumeleng Mogashoa Tel No: (011) 355 1034
<u>POST 21/459</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: REFS/018186</u> Directorate: School Funding Management
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-years' experience working in the management accounting environment. Knowledge of Legislative Frameworks. South African Schools Act, National Norms and Standards on School Funding, Public Finance Management Act and Treasury Regulations, Financial Circulars, BAS, SAP, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure budget is captured accurately per programme. Prepare resource allocation certificates for programmes Public Schools, Independent Schools and Early Childhood Development centers. Analyse database received and ensure accuracy thereof. Ensure accuracy in the printing of resource allocation certificates. Prepare payments for resource allocation transfers to all programmes. Ensure sound record keeping of all databases and reconciliations. Prepare monthly budget and expenditure reports. Prepare budget adjustments, identify misallocations, and prepare journals. Monitor the budget monthly before procurement of goods services. Verify allocations on the requisition forms. Ensure that procurement of goods and services is in line with the operational plan, Procurement plan and cash flows. Procure goods and services for non-section 21 schools. Ensure Goods Received Voucher is captured and payment to suppliers is processed. Liaise with all relevant stakeholders connected to the Directorate. Prepare ad hoc reports when required. Assist with audit queries. Provide administrative support to management.
<u>ENQUIRIES</u>	:	Mr. Itumeleng Mogashoa Tel No: (011) 355 1034

POST 21/460 : **SENIOR STATE ACCOUNTANT REF NO: REFS/017632**
Sub-Directorate: Finance & Administration

SALARY : R359 517 per annum
CENTRE : Gauteng North District
REQUIREMENTS : An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or related three-year qualification plus a minimum of 2 years' experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Receive Budget Allocation letter for the financial year in respect of the district, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and. allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.

ENQUIRIES : Ms Mathodi Moloto Tel No: (012) 846 3641

POST 21/461 : **SENIOR ADMIN OFFICER REF NO: REFS/017706**
Directorate: Recruitment and Selection

SALARY : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/Business Management/ Office Management/ Office Administration/Administrative Management or related three-year qualification plus a minimum of 2 - 3 years' experience in administration and financial environment. Knowledge of Public Service Regulations, Financial Procedures, Treasury Regulations, Have Computer Literacy, Interpersonal, Organising, Planning, Communication (Written and Verbal), Analytical, Problem-Solving Skills. Financial Management Skills and Report Writing Skills. Ability to work without supervision. Innovative, self-starter.

DUTIES : Provide support on online document management systems. Attending meetings, being a key member of the team conceptualizing the project in collaboration with key stakeholders. Providing key inputs, facilitating meetings and being the key liaison between the Recruitment & Selection Directorate and key stakeholders, Quality Assurance of all documents to be signed by Director. Project Managing the GDE Unemployed Educators Database & National Register for Sexual Offenders Projects, compiling key documents for the project such as the Business Requirement Specification (BRS), Change requests, submissions, memos, training manuals, articles in GDE News, completing key forms in creating dedicated email mailbox for the system query management. Providing key inputs, facilitating meetings and being the key liaison between the Recruitment & Selection Directorate and key stakeholders. Being the key support and liaison between external and internal stakeholders on queries related to the projects such as talktotheMEC, GDEInfo, queries from the 15 Districts as well as IT Directorate & DoJ-CD & SAPS. Conducting provincial training sessions on use of the online systems and providing support and technical guidance to HRP officials across the province. Managing the unemployededucators@gauteng.gov.za mailbox used for external query management. Providing responses on parliamentary responses, maintain records of all Files, correspondences and Registers, vacancy circular number

& memo management, update on registrations and most recently appointments made from the database. Ensuring timeous delivery and collection of NRSO applications and certificates between GDE, DoJ-CD & SAPS. Contribute to reviewing policies, SOP's, guidelines and directorate documents. Continuous Improvement.

ENQUIRIES : Mr Hector Tsosane Tel No: (011) 843 6533

POST 21/462 : **CHIEF PERSONNEL OFFICER ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/018164**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Head Office, Johannesburg
: An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management/ Public Administration or related three-year qualification plus 2-3 years' experience in an HR transactional support environment post with Project Management. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers, National and Provincial HR Policy Frameworks. Must be able to articulate information, resolve conflict, cope with pressure, uphold standards, follow procedures and understand people. Computer literacy (SAP System), verbal and written communication skills, Project Management skills, Problem Solving skills, Presentation and Facilitation skills.

DUTIES : Implement quality assurance, timeous submission and retrieval of information from Transversal teams. Monitoring and verification of transactions on ESS (Employee Self Service) SAP System. Liaise with e-Government for ESS (SAP) technical issues. Conduct workshops/ presentations as part of the Human Resource Transaction implementation of adequate policies in all transversal core functions of the Unit. Coordination of submissions for Head Office and Districts. Advise on and resolve complex calculations problems and queries to district and head office personnel. In consultation with all stakeholders, develop HR Transactions and HR procedure manual to meet Departmental needs. Ensure compliance with the HR related statutory requirements and facilitate the collation of the transversal HR needs from the client and respond thereof. Provide training and input on complex calculation matters. Guide and advise personnel on Transversal Human Resource Services. Implement all stipend related allowances. Implementation of employee related costs projects. Monitor PERSAL allowance related information. Ensure that HR related information is communicated to both internal and external clients. Ensure that meetings with clients are set and resolutions are implemented. Ensure that information sharing sessions take place as and when necessary. Implementation of THRS related projects. Develop and implement compliance intervention plans to address findings. Monitor the Conditions of Service transactions. Implement and advise personnel on Transversal Human Resource Services. Assist and support the internal and external audit management letter. Quality assures timeous submission and retrieval of data from the regional HR Transversal teams. Quality assure all THRS related payment calculations. Supervision and Development of staff. Train and develop staff according to their identified training needs. Manage staff leave. Ensure that staff are assessed in line with the Performance Management and Development System (performance development plans, job descriptions and performance agreement).

ENQUIRIES : Mr. Vincent Poopa Tel No: (011) 843 6842

POST 21/463 : **SENIOR ADMIN OFFICER: EXAMINATIONS FINANCIAL ADMINISTRATION REF NO: REFS/ 018157 (X3 POSTS)**
Chief Directorate: Examinations and Assessment

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma / Degree in Accounting/Finance/Public Finance/ Financial Management/Management Accounting/Auditing/Public Administration/ Supply Chain Management/ relevant qualification plus minimum of 2 years' experience in the Financial Administration environment. Knowledge of National Treasury Regulation, Public Finance Management Act, Public Service Act an, Public Service Regulations, SCM Prescripts. Batho Pele Principles and Audit processes. Must

- be able to lead people, follow procedures, uphold standards, work in a team, think positively and work under pressure. Financial management skills, communication skills, report writing skills, supervisory skills, computer literacy and PERSAL system, planning and organizing skills, interpersonal skills and conflict resolving skills. A valid driver's license is essential.
- DUTIES** : Coordinate budget preparations within the Chief Directorate. Prepare budget inputs and record shifting of funds within the Chief Directorate. Provide advice and support during the coordination of original budget, adjustment budget, rollovers and year end virements. Analyse procurement and operational plans against budget allocations, identify budget pressures and budget savings. Develop financial reports and monitor spending patterns of the Chief Directorate. Compile and present monthly, quarterly and annual expenditure reports. Monitor spending patterns of the Chief Directorate. Provide inputs on drafting and maintenance of budget management policies, circulars etc. ensure that various budget operations are controlled in accordance with the legislation (PFMA, TR, SLA etc). Provide financial matters including payment of examiners, markers and other service providers. Verify claims and payment of other service providers. Ensure proper financial record keeping. Facilitate the payment processes and ensure that budget is confirmed and submitted to HR. Provide the procurement of goods and services. Monitor that a contract exists upon ending of another contract. Verify requisitions and ensure that spending is as per the procurement plan and budget allocations. Liaise with the internal and external stakeholders on the delivery of goods and services. Supervise staff. Supervise and ensure the provision of the administration support services. Participate in risk and audit function conducted by internal and or external structures within the chief directorate and provide mitigation plan. Compile and submit the work plan, performance developments plan, job description and performance agreements of staff.
- ENQUIRIES** : Ms. Nadine Pote Tel No: (010) 601 8046
- POST 21/464** : **SENIOR PERSONNEL PRACTITIONER (X2 POSTS)**
Sub-Directorate: Dispute Management
- SALARY CENTRE** : R359 517 per annum
Johannesburg Central District Ref No: REFS/017642
Gauteng West District Ref No: REFS/018176
- REQUIREMENTS** : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Labour relations /Law/Employment relations or a related three- year qualification plus a minimum of 2-3 years' relevant experience in labour relations environment. Knowledge of PSCBC; GPSSBC and ELRC. Knowledge of Employment of educators Act, Treasury Regulations, Public Service Act and Regulations, EEA, PSA, PSR, BCEA, SDA, COIDA, SASA. Good Communication Skills. Client Services. Policy analysis and research, conflict and problem Solving, presentation and Supervisory Skills. A valid driver's license is essential.
- DUTIES** : Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution Grievances. Investigation of grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELRC. Ensure the implementation of the awards. Provide training and advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advise on Labour Relations matters.
- ENQUIRIES** : Mr Linda Mabutho Tel No: 011 983 2231 (JC)
Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)
- POST 21/465** : **PRINCIPAL PERSONNEL OFFICER ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/018170**
Directorate: HRTS

<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers, National and Provincial HR Policy Frameworks. Must be able to articulate information, resolve conflict, cope with pressure, uphold standards, follow procedures and understand people. Computer literacy (SAP System), verbal and written communication skills, Project Management skills, Problem Solving skills, Presentation and Facilitation skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Update post establishment and, timeous submission and retrieval of information from Transversal teams. Verification of transactions on ESS (Employee Self Service) SAP System. Liaise with e-Government for ESS (SAP) technical issues. Conduct workshops/ presentations as part of the Human Resource Transaction implementation of adequate policies in all transversal core functions of the Unit. Coordination of submissions for Head Office and Districts. Implement all stipend related allowances. Advise on and resolve complex calculations problems and queries to district and head office personnel. In consultation with all stakeholders, develop HR Transactions and HR procedure manual to meet Departmental needs. Implementation of employee related costs projects. Monitor PERSAL allowance related information. Ensure that HR related information is communicated to both internal and external clients. Ensure that meetings with clients are set and resolutions are implemented. Ensure that information sharing sessions take place as and when necessary. Ensure completion of THRS related projects. Implement compliance intervention plans to address findings. Verify the Conditions of Service transactions. Advise personnel on Transversal Human Resource Services. Assist and support the internal and external audit management letter. Ensure timeous submission and retrieval of data from the regional HR Transversal teams. Confirm the accuracy of all THRS related payment calculations. Supervision and Development of staff. Train and develop staff according to their identified training needs. Manage staff leave. Ensure that staff are assessed in line with the Performance Management and Development System (performance development plans, job descriptions and performance agreement).
<u>ENQUIRIES</u>	:	Mr. Vincent Poopa Tel No: (011) 843 6842
<u>POST 21/466</u>	:	<u>CHIEF ADMIN CLERK (X2 POSTS)</u> Sub-Directorate: Information System & Strategic Planning
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Johannesburg Central District Ref No: REFS/017597 Tshwane North District Ref No: REFS/017621
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support or Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise

- human resources/staff. Allocate and ensure quality of work and Assess staff performance.
- ENQUIRIES** : Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231
Ms. Rejoice Manamela (TN District) Tel No: (012) 543 4313
- POST 21/467** : **CHIEF ADMIN CLERK REF NO: REFS/018049 (X2 POSTS)**
Directorate: Library Services and LTSM
- SALARY** : R294 321 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support or Clerical Finance Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of Ms Office programmes. Good communication skills (verbal and written), planning and organizing, good interpersonal skills. Coping with Pressure. A valid driver's license.
- DUTIES** : Provide an effective office administration support service to LTSM unit. Manage mails, diaries, receive and attend to visitors, create and maintain manual and electronical filing system. Management of documentation in the office. Attend general enquiries, compile agendas and take minutes at identified meetings. provide support to four LTSM regional coordinators on all LTSM processes and activities. Type letters memos, presentation, and other correspondences. Organise meetings. Maintain a leave register for the unit. Keep and maintain the incoming and outgoing register of the component. Ensuring budget utilization for Administration budget, Library Services and LTSM. Ensure compilation and submission of Procurement Plans and Cash flows. Monitor payments and generate expenditure reports. Consolidate weekly, monthly and quarterly reports.
- ENQUIRIES** : Ms. Nonhlanhla Nyovane Tel No: (060) 980 5677
- POST 21/468** : **OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: REFS/018154**
Directorate: Performance Management Development
Sub-directorate: Office OHS
- SALARY** : R294 321 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized National Diploma / Degree in Environmental Health or Safety Management or a related three-year qualification plus 2 years' experience in the Occupational Health and Safety field. The candidate must have extensive knowledge of Occupational Health & Safety Act 85 of 1993, National Environmental Management & Waste Act 59 of 2008, Public Service Act 30 of 2007, Labour Relations Act 66 of 1995, Basic Conditions of Employment Act 75 of 1997, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 Of 1993, Disaster Management Act 57 of 2002 and related Acts. The candidate must have excellent communication and problem-solving skills. A valid driver's license is essential.
- DUTIES** : Coordinate, monitor, advice and render health and safety administration. Monitor OHS compliance. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor and support districts compliance with OHS requirements. Coordinate safety trainings and awareness programme within the Department. Monitor the functionality of the OHS Committee. Ensure compliance of emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with Facilities Management to conduct building inspections. Attend to IOD matters and develop incident register. Facilitate and coordinate the development of Occupational Health and Safety policies, procedures and guidelines.
- ENQUIRIES** : Ms. Motshedisi Ramohloli Tel No: (011) 843 6656
- POST 21/469** : **CHIEF ADMIN CLERK (X1 POST)**
Sub- Directorate: Transversal Human Resources Services
- SALARY** : R294 321 per annum
CENTRE : Sedibeng East District Ref No: REFS/017954
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public

Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms. Nomathemba Xawuka (SE District) Tel No: (016) 440 1717

POST 21/470 : **CHIEF PROVISIONING ADMIN CLERK (X3 POSTS)**
Sub Directorate: Finance & Administration
Unit: Provisioning and Administration for Institutions

SALARY CENTRE : R294 321 per annum
: Tshwane West District Ref No: REFS/018012
: Johannesburg West District Ref No: REFS/017611
: Johannesburg Central District Ref No: REFS/017630

REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms. Priscilla Ravele (TW District) Tel No: (012) 725 1451
Mr. Lizwe Jafta (JW District) Tel No: (011) 831 5433

Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 21/471 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (X4 POSTS)**

Sub Directorate: Transversal Human Resource Services

SALARY CENTRE :

R294 321 per annum
Johannesburg North District Ref No: REFS/017675
Johannesburg Central District Ref No: REFS/017666
Gauteng North District Ref No: REFS/017895
Ekurhuleni North District Ref No: REFS/017601

REQUIREMENTS :

Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver's license.

DUTIES :

Coordinate the provision of all personnel administration services on PERSAL. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on PERSAL and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advise GDF on debt not captured on PERSAL. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES :

Ms. Nelisiwe Mashazi (JN District) Tel No: (011) 694 9321
Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231
Ms. Mathodi Moloto (GN District) Tel No: (012) 846 3641
Ms. Emily Mochela (EN District) Tel No: (011) 746 8190

POST 21/472 : **CHIEF ADMIN CLERK: AUXILIARY SERVICES (X6 POSTS)**

Sub-Directorate: Finance and Administration
Unit: Office Service Pool

SALARY CENTRE :

R294 321 per annum
Ekurhuleni North District Ref No: REFS/017606
Tshwane West District Ref No: REFS/018146
Johannesburg West District Ref No: REFS/017687
Sedibeng West District Ref No: REFS/017945
Gauteng North District Ref No: REFS/017911

REQUIREMENTS :

Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and

- written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
- DUTIES** : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
- ENQUIRIES** : Ms.Emily Mochela (EN District) Tel No: (011) 746 8190
Ms. Priscilla Ravele (TW District) Tel No: 012 725 1451
Mr. Lizwe Jafta (JW District) Tel No: (011) 831 5433
Ms. Bertha Mlotshwa (SW District) Tel No: (016) 594 9207
Ms. Mathlodi Moloto (GN District) Tel No: (012) 846 3641
- POST 21/473** : **CHIEF ADMIN CLERK REF NO: REFS/017633**
Sub-Directorate: Finance and Administration
Unit: Office Service Pool
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Ekurhuleni South District
: Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
- DUTIES** : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
- ENQUIRIES** : Mr. Xolani Kheswa (ES District) Tel No: (011) 389 6062
- POST 21/474** : **CHIEF ADMIN CLERK (X2 POSTS)**
Sub-Directorate: Education Support
Sub- Directorate: Circuit Support Team
- SALARY** : R294 321 per annum

<u>CENTRE</u>	:	Johannesburg Central District Ref No: REFS/017644 Tshwane South District Ref No: REFS/018003
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231 Mr. Thabiso Mphosi (TS District) Tel No: (012) 401 6434
<u>POST 21/475</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/017627</u> Sub-Directorate: Circuit Support Team
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Ekurhuleni South District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Mr. Xolani Kheswa Tel No: (011) 389 6062
<u>POST 21/476</u>	:	<u>CHIEF ADMIN CLERK: ASSET REF NO: REFS/017691</u> Sub-Directorate: Finance and Administration Unit: Office Service Pool

SALARY : R294 321 per annum
CENTRE : Gauteng East District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' experience in Assets/ Financial /Internal Auditing and Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License.

DUTIES : Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff.

ENQUIRIES : Mr. Mpho Leotlela Tel No: (011) 736 0717

POST 21/477 : **CHIEF REGISTRY CLERK REF NO: REFS/017974**
 Sub-Directorate: Finance and Administration
 Unit: Office Service Pool

SALARY : R294 321 per annum
CENTRE : Tshwane South District
REQUIREMENTS : Grade 12 plus a minimum of 3 -5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver's license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Mr. Thabiso Mphosi Tel No: (012) 401 6434

POST 21/478 : **CHIEF REGISTRY CLERK: CONDITIONS OF SERVICES REF NO: REFS/017989**
 Sub-Directorate: THRS

SALARY : R294 321 per annum
CENTRE : Tshwane South District

- REQUIREMENTS** : Grade 12 plus a minimum of 3 -5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver's license is an added advantage.
- DUTIES** : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).
- ENQUIRIES** : Mr. Thabiso Mphosi Tel No: (012) 401 6434.
- POST 21/479** : **CHIEF ACCOUNTING CLERK: SALARIES AND BOOKKEEPING REF NO: REFS/018148**
Directorate: Financial Statement, Salaries and Bookkeeping
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.
- DUTIES** : Ensure Telephones Expenditure is allocated accordingly to the Directorates/units each month after payment to the service provider is made. Ensure a consolidated asset register with expenditure allocations from each office is up to date. Request reports from service providers and prepare a schedule of expenditure per office. Ensure journals are processed to allocate expenditure to offices, after payment was made to the service provider. Ensure monthly Cellphones Expenditure is allocated accordingly to the Directorates/units after payment to the service provider is made. Ensure a consolidated asset register with expenditure allocations from each office is up to date. Request reports from service providers and prepare a schedule of expenditure per office. Ensure journals are processed to allocated expenditure to offices after payment is made to the service provider. Ensure Payrolls are issued and distributed at least three days before each pay day, certified by pay day and returned by the 10th day after pay day. Consolidate payroll report, compile exceptions, and submit to HR for investigation and correction/implementation. Preparing the Inter-departmental Receivable/ Payable Claims. Ensure inter-departmental payables are processed and paid within 30 days. Ensure inter-departmental receivables are collected within 30 days as stipulated in the Treasury regulations. Ensure the recording and clearing of inter-departmental receivables in the relevant clearing accounts each month.
- ENQUIRIES** : Mr. Nhlamulo Manganye Tel No: (011) 355 0061
- POST 21/480** : **CHIEF ACCOUNTING CLERK: FINANCIAL STATEMENT AND REPORTING REFS/018232**
Directorate: Financial Statements, Salaries and Bookkeeping
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury

Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.

DUTIES : Assist with Monthly, Quarterly and Annual Financial Statements. Requesting of BAS reports. Request Trial Balance after month closure. Capture inputs on appropriation statement. Assisting with mapping TB on AFS/IFS template. Assist with cross casting of AFS word template and AFS excel template. Review Expenditure misallocation on monthly basis. Review TB Items. Compile misallocation reconciliation on monthly basis. Identify any potential misallocations. Clear misallocation on time. Assist with Monthly preparation of funds requisition and cash allocation support. Obtain all electronic bank transfer from Department's Bank Statement, and all relevant Reports from BAS and PERSAL System. Analyze and identify all payments made and incurred. Prepare a funds requisition. Prepare a cash allocation report. Update budget and expenditure on the cash allocation template for expenditure analysis. Assist with Audit related matters. Assist with request for information. Attend Audit meetings when required. Assist with information required for Audit findings. Assist with Preparation of contingent liability working paper. Reconcile between physical files and contingent liability schedule. Address any other contingent liability matter.

ENQUIRIES : Mr. Nhlamulo Manganye Tel No: (011) 355 0061

POST 21/481 : **CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: REFS/018163 (X3 POSTS)**
Directorate: Asset and Inventory Management

SALARY : R294 321 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' experience in Assets/ Financial /Internal Auditing and Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License is essential code C1 & B.

DUTIES : Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff.

ENQUIRIES : Ms. Mathopi Khanye Tel No: (011) 355 1090

POST 21/482 : **CHIEF ADMINISTRATION CLERK: PERSONNEL INFORMATION SECURITY REF NO: REFS/018197 (X2 POSTS)**
Directorate: Security Service and Safe School

SALARY CENTRE REQUIREMENTS : R294 321 per annum
Head Office, Johannesburg
: Matric plus 3-5 years' experience in administrative and/ or clerical support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations, BAS, LOGIC. Must be able to value people, work in a team, generate ideas, convey self-confidence, articulate information, cope with pressure and embrace change. Computer literacy, planning and organization skills, verbal and written communication skills, problem solving skills and presentation skills.

DUTIES : To provide Personnel Information Security administrative support. Render Personnel and Information Security administrative services. Receive submitted applications documents and enquiries regarding the status of security clearances for relevant service providers in accessing departmental facilities. Provide statistical and progress reports regarding Electronic Security Information equipment (Security/ surveillance cameras, Biometrics and electronic access and zoning system, Access identification cards). Facilitate the efficient flow of documents and information within the sub-directorate. Draft and package briefing notes for the director as required (Minimum Information Security Standard (MISS) audits and Technical Surveillance and Counter Measures (TSCM)). Record minutes/ decisions on the meeting outcomes and communicate to relevant stakeholders. Provide efficient filing system for all Information Security and Vetting documents. Facilitate the efficient movement of document as per approved filing and document tracking system. Maintenance and safe keeping of Personnel and Information Security, Vetting files, documents. Record and communicate minutes/ decisions on departmental security committee functions. Provide correspondence regularly with the following law enforcement agencies and other relevant agencies (State Security Agency (SSA), South African Police Servicer (SAPS), Home Affairs and Private Security Regulatory Agency (PRASA). Coordinate Security Clearance intervention for the departmental employees and identified personnel. Coordinate security screening of new and identified GDE employees. Coordinate security screening of identified companies service providers and their personnel. Compile monthly/ quarterly/ annually reports on security screening of personnel. Conduct investigations and make recommendation on security screening measures. Implementation of the approved Personnel Information Security policies, procedures and guidelines. Provide inputs on the development of and customization of Personnel and Information Security policies guidelines and procedures. Provide inputs on the development and implementation of vetting and security screening, policies guidelines and procedures. Conduct presentations as part of Personnel and Information Security awareness training, implementation and explaining the Personnel Security policies and procedures to the Departmental personnel. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Michelle Mutarara Tel No: 010 600 6179

POST 21/483 : **CHIEF ACCOUNTING CLERK (X3 POSTS)**
Sub-Directorate: Financial and Administration
Unit: Finance and Procurement

SALARY CENTRE : R294 321 per annum
: Gauteng West District Ref No: REFS/017926
: Tshwane South District Ref No: REFS/017998
: Johannesburg South District Ref No: REFS/017613

REQUIREMENTS : Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team

- members. Ability to work under pressure and long hours during audit process. A valid driver's license.
- DUTIES** : Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.
- ENQUIRIES** : Ms. Louisa Dhlamini (GW District) Tel No: (011) 660 4581
Mr. Thabiso Mphosi (TS District) Tel No: (012) 401 6443
Ms. Lola Malimagovha(JS District) Tel No: (011) 247 5944
- POST 21/484** : **TRANSPORT OFFICER: MESSAGING REF NO: REFS/018211**
Directorate: Auxiliary Services and Fleet Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3-5 years relevant experience in messaging services. Knowledge of Knowledge of PFMA, Transport policies, Public Act Regulations, Memorandum of Understanding and Batho Pele Principles. Good interpersonal skills, communication skills (verbal and written), Report-writing, Time management skills, Organising skills and Analytical skills, Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence(manual). Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.
- DUTIES** : Supervise and allocate drivers/ messengers to the relevant unit. Identify and assign driver/messenger on the database as per specifications. Update a driver/messenger database. Compile monthly reports for the unit. Respond to queries related messenger and driver messengers. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official. Supervise and render driving support services. Encourage drivers to inspect vehicles/equipment on a regular basis and report the defects. Consolidate a report on defects and submit to fleet management to action. Supervise and ensure that vehicle logbook and, trip authorization for the vehicle is completed. Supervise and render messenger support services. Monitor and oversee the recording and controlling of correspondence register. Supervise the sorting and arrangement of correspondences in the registry. Facilitate and oversee the collect, distribute, and circulate correspondences (mail, parcels, documents, and files). Ensure that Performance Management of subordinates are executed. Submission of monthly reports.
- ENQUIRIES** : Mr. Joe Mokhosi Tel No: (011) 355 0761
- POST 21/485** : **CHIEF ADMINISTRATION CLERK REF NO: REFS/018183**
Directorate: Performance Management Development
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Matric/Grade 12 Certificate plus 3 years' clerical support experience. Knowledge of Public Service Act, Batho Pele principles, Public Service Regulations, BAS, LOGIC. Must be confident, loyal, honest, fair, respectful, self-disciplined, innovative, creative and professional. Computer literacy, Planning and organising skills, verbal and written communication skills and presentation skills.
- DUTIES** : To provide administration support in the skills development planning for the training and development of departmental employees. Provide admin support in the development of the Work Skills Plan. Follow up with all the relevant stakeholders at district and provincial level on the submission of the training need. Consolidate all identified training needs. Upload the approved WSPR to

both ETDP-SETA and P-SETA websites for online submission. Provide admin support on employee induction programmes. Identify and secure training venues. Organise attendance registers, training material and resources. Ensure compliance at the training venue with training requirements. Provide database and evidence of inducted staff to THRS. Logistical arrangements in the roll out of capacity development programmes. Ensure compliance at the training venue with training requirements. Provide database and evidence of training programmes conducted. Provide admin support on the activities of the Head Office Skills Development Coordinating Team (HSDCT). Develop list of HOSDCT members. Take meeting minutes and follow up on meeting decision/ action items. Liaise with internal and external stakeholders. Follow up with the relevant stakeholders at district and provincial level on any outstanding matter, to promote compliance. Supervise human resources/staff. Allocate and ensure quality of work. Apply discipline. Personnel development. Assess staff performance.

ENQUIRIES : Ms Motshedisi Ramohloki Tel No: 011 843 6656

POST 21/486 : **SENIOR LIBRARIAN REF NO: REFS/017741**
Sub-Directorate: LTSM

SALARY : R294 321 per annum
CENTRE : Gauteng North District
REQUIREMENTS : A Bachelor's degree or National Diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computer skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.

ENQUIRIES : Ms. Mathlodi Moloto Tel No: (012) 846 3641

POST 21/487 : **PERSONAL ASSISTANT REF NO: REFS/018236**
Office of the District Director

SALARY : R294 321 per annum
CENTRE : Ekurhuleni South District
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organize/priorities tasks and effectively manage time. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide

support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES : Ms Xolani Kheswa Tel No: (011) 389 6062

POST 21/488 : **WORKS INSPECTORS: ELECTRICAL REF NO: REFS/018138 (X2 POSTS)**
Directorate: Maintenance
Sub Directorate: Maintenance and Work Inspections

SALARY CENTRE REQUIREMENTS : R241 485 per annum
Head Office, Johannesburg
An appropriate recognized three-year National Diploma/ Degree in Electrical or N3 with passed Trade Test and Wiremans License plus a minimum of 1 year' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : Coordinate the provision of all personnel administration services on PERSAL. To implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Ms. Sissy Baduza Tel No: (011) 843 6792

POST 21/489 : **CONTACT CENTRE AGENT REF NO: REFS/018199**
Directorate: Contact Centre

SALARY CENTRE REQUIREMENTS : R241 485 per annum
Head Office, Johannesburg
Matric/Grade 12 Certificate plus a higher certificate in call centre/customer service or equivalent qualification and a minimum of 0-6 months relevant experience. Good interpersonal skills and communication skills (verbal and written). Computer literacy, administrative, analytic, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES : Receive and process incoming calls. Provide effective resolution of queries or complaints received from general public. Render one stop shop services. Implement and maintain an accurate database. Perform administrative duties as allocated by supervisor. Efficiently address queries. Use telecommunications to acknowledge receipt of customer queries and provide feedback of final outcome. Action enquiries according to delegation level. Make certain that daily and weekly monthly targets are met. Action enquiries according to delegation level. Make certain that daily and weekly and monthly targets are met. Escalate unresolved queries as per agreed work flow process. Attend to customers efficiently by understanding the nature of the query in order to provide the appropriate response. Attend to enquiries within specified turnaround time. Follow up queries sent to the back office/business section and provide feedback to the customer regarding the outcome of the enquiries where relevant and necessary.

ENQUIRIES : Ms Semakaleng Mabotja Tel No: (011) 355 1005

POST 21/490 : **SENIOR PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND SYSTEMS REF NO: REFS/017732 (X4 POSTS)**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R202 233 per annum
Head Office, Johannesburg
Grade 12 Certificate. Sound knowledge of Establishment Administration and Human Resource policies; the interpretation and implementation thereof. Good knowledge on PERSAL. Good interpersonal skills and communication skills (verbal and written). Knowledge of Microsoft office. Ability to work under pressure and in a team. A valid driver's license will be an advantage.

DUTIES : Provide all establishment administration services on PERSAL. Align PERSAL with the approved post establishment. Creation of posts according to the approved post establishment and organisational structure. Verify the

		correctness of post establishment changes. Ensure the correct placement of employees. Identify the organisational and establishment gaps, problems and needs to be investigated and proposed corrective measures. Assist with THRS policy matters. Deal with all establishments related queries.
<u>ENQUIRIES</u>	:	Ms Grace Majola: Tel No. (011) 843 6823
<u>POST 21/491</u>	:	<u>SENIOR ADMIN CLERKS (X2 POSTS)</u> Sub-Directorate: Circuit Management and Support
<u>SALARY CENTRE</u>	:	R202 233 per annum
	:	Tshwane North District: Ref No: REFS/018184
	:	Tshwane West District: Ref No: REFS 018204
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and a communication skill (verbal and written). Administrative, analytical and organizational skills, computer literacy. Ability to work under pressure.
<u>DUTIES</u>	:	Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies (goods & services). Administer the movement and disposal of assets. Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Administer petty cash requisitions. Render human resources administration and development support services. Handling basic enquiries and assisting clients.
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451(TW District) Ms Rejoice Manamela Tel No: (012) 543 4313 (TN District)
<u>POST 21/492</u>	:	<u>SENIOR ADMIN CLERKS REF NO: REFS/017987 (X2 POSTS)</u> Directorate: External Communications and Media relations
<u>SALARY CENTRE</u>	:	R202 233 per annum
<u>REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	Matric/Grade 12 Certificate Knowledge of Public Service Regulations and Acts, Communicators' code of good conduct, Communication Policies and Strategies and Public Finance Management Act. Good verbal communication and writing skills, social media and computer literacy skills.
<u>DUTIES</u>	:	Conduct daily media monitoring. Maintain a database of media organizations and contacts within them. Market the departmental and provincial events. Maintain a database of media organizations and contacts within them. Manage the Department's social media communications. Regularly meet with and conduct interviews with media personnel and stakeholders. Create and produce content for the Department's social media. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, communicating material and other types of content that take the message to the public. Prepare and manage the Department's communication.
<u>ENQUIRIES</u>	:	Ms. Cecilia Mosupye Tel No: (011) 355 6062.
<u>POST 21/493</u>	:	<u>SENIOR PROVISIONING ADMIN CLERK REF NO: REFS/018166</u> Sub-Directorate: Finance and Administration Section: Finance and Procurement
<u>SALARY CENTRE</u>	:	R202 233 per annum
<u>REQUIREMENTS</u>	:	Sedibeng East District
	:	Matric/Grade 12 Certificate with Accounting as a passed subject. Knowledge of PERSAL, BAS, SRM, SAP, PFMA and Treasury regulations, procurement procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure.

DUTIES : Procurement of goods and services, Receive and record requisitions from different units within the district. Capturing RLS0101 and RLS02. Ensure smooth transition from capturing to purchase order, receipt of invoices to payment within 30 days. Compile sundry payments. Clearing of Webcycle on daily basis. Liaise with GDF on daily basis relating to outstanding payments. Follow-up outstanding purchase orders with HO: SCM. Filing and safeguarding of documents and maintains file documentation register. Collect and distribute payroll in accordance with the acts and regulations. Prepare monthly reconciliation for petty cash and revenue. Ensure effective revenue and petty cash administration. Handling IRP5's and salary related queries.

ENQUIRIES : Ms Nomathemba Xawuka Tel No: (016) 440 1717 (SE District)

POST 21/494 : **SENIOR ACCOUNTING CLERK: PAYMENT REF NO: REFS/018212**
Sub-Directorate: Finance and Administration
Section: Finance and Procurement

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Gauteng North District
: A Grade 12 with Accounting as a passed subject. Knowledge of Acts, special software / processes, Procedures, etc.) PFMA and Treasury Regulations, procurement procedures and other financial related policies. Knowledge of financial administration, public sector procurement and Supply Chain Management. Excel Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL, SAP, E-Invoicing, Verify and Excellent communication skills. Organizational skills, Ability to work under pressure and long hours during audit process.

DUTIES : Compile and Process supplier invoices. Participate in all supplier payments paid within 30 days. Participate in the daily tracking of all payments. Participate in the compiling of the sundry payments. Allocate payments on the web cycle, resolve all supplier payments queries, Adhere to accounts payable internal controls. Co-ordinate and complete accounts payable processes.

ENQUIRIES : Ms Matlodi Moloto Tel No: (012) 846 3641 (GN District)

POST 21/495 : **SENIOR ADMIN CLERK: HR SUPPORT REF NO: REFS/018209**
Sub-Directorate: THRS
Section: Conditions of Service

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Johannesburg North District
: Matric/Grade 12 Certificate. Knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to Public Administration, human resource administration, applied personnel research and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel and Presentation. Ability to function under pressure, Communication & interpersonal skills. Must have a valid Driver's License.

DUTIES : Provide support to the Districts/ Institutions with regards to leave matters and PILIR. Ensure the alignment of PERSAL establishment with the daily attendance register for Institutions. Provide Human Resource advisory services to the Institutions. Provide support to the Districts/ Institutions with regards to Conditions of Services matter i.e. compare payroll with staff attendance register and PERSAL print out, process leave audit. Follow up queries until resolved and give feedback. Assist National Treasury on staff verification at the Institutions.

ENQUIRIES : Ms Nelisiwe Mashazi Tel NO: (011) 694 9321 (JN District)

POST 21/496 : **SENIOR PERSONNEL OFFICER: PILIR REF NO: REFS/018231 (X3 POSTS)**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Head Office
: Matric/Grade 12 Certificate. Knowledge of Public Finance Management Act. Treasury Regulations. Public Service Act of and Regulations. BAS, PERSAL and SAP / Public procurement procedures, Employment of Educators Act of 1998 and financial related policies. Good interpersonal skills and

communication skills (verbal and written). Computer literacy (Microsoft Office Package; Word, Outlook, PowerPoint, Excel), Customer Services, Conflict and Problem-Solving skills. Ability to work independently and Driver's license is essential.

DUTIES : Capturing of PILIR applications and transaction on PERSAL. Capture the application/rejected application on a PILIR excel spreadsheet. Collate information and submit required supporting documents of Independent Medical Assessment from a Sick Employee. Implement PILIR administration processes and liaise with HR Transversal Services (District Offices) regarding the management of PILIR documents and workflow. Interpret and analyse assessment report from Health Risk Manager and prepare outcomes letter to notify the sick employees and the Stakeholder that attended to the Sick Employee. Receive an acknowledgment letter from HRM and notify Districts/ Clients regarding the implementation of PILIR outcomes on Persal (HR6). Update PILIR tracking grid for their respective Cluster/ office. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Establish and maintain an efficient document filing system. Provide an update to employees/ District officials and clients on the PILIR process/ system. Guide and advise departmental employees on PILIR administration matters to enhance the correct implementation of the PILIR policy. Provide administrative and logistical support to the Sub Directorate. Receive and process all incoming PILLIR related documentation. Respond to any PILIR queries or concerns relating to individual cases. Conduct on-site visits to Long-term Incapacity employees and regularly check their progress.

ENQUIRIES : Ms Mahlodi Ragolane Tel No: (011) 843 6829

POST 21/497 : **SENIOR ACCOUNTING CLERK: FIXED ASSET CONTROLLER (X2 POSTS)**
Sub Directorate: Finance and Administration
Section: Finance and Procurement

SALARY CENTRE : R202 233 per annum
Johannesburg North District Ref No: REFS/017967
Ekurhuleni South District Ref No: REFS/017982

REQUIREMENTS : Matric/Grade 12 Certificate with Accounting as a passed subject. Knowledge of relevant prescribed Act, regulations, and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures Communication skills (verbal & written). Computer Literacy, Ms Word, Excel, Access. Typing skills, Ability to work under pressure and work in a team. Good interpersonal relations.

DUTIES : Update Asset Register. Capture and Bar-code newly acquired assets on time as per Asset management Policy. Identify redundant and obsolete assets for disposal. Conduct sample testing to confirm that assets are in working condition. Coordinate the updating of table one and inventories. Coordinate the receipts of donated assets. Verify inventory lists and ensure that signed copies are filed. Classify assets correctly in the Asset register. Provide support to all district offices and Head Office and ensure all paid assets on BAS are updated in the Asset Register. Conduct monthly district visits compliance on quarterly verification. Maintain accurate and complete loss control register. Implement an effective system of financial asset management. Ensure compliance with Departmental assets management policies and procedures. Verify GDE assets. Conduct quarterly spot checks. Provide feedback reports on district visits with specific reference to identify concerns. Identify, investigate and report discrepancies found during stocktaking on a yearly basis. Report as Member of District Disposal committee quarterly. Ensure compliance towards interim audit as well as final audit status report. Render administrative duties. Ensure Proper Filing System in line with GDE filing system. Facilitate taking over and handing over of fixed assets on closure of building. Coordinate the Handing over and taking over certificates.

ENQUIRIES : Ms Nelisiwe Mashazi Tel No: (011) 694 9321(JN District)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES District)

POST 21/498 : **SENIOR PROVISIONING ADMIN CLERK (X5 POSTS)**
Sub Directorate: Finance and Administration
Section: Provisioning and Administration for Institution

SALARY : R202 233 per annum

<u>CENTRE</u>	:	Johannesburg North District Ref No: REFS/017651 (X2 POSTS) Ekurhuleni South District Ref No: REFS/018171 Gauteng West District Ref No: REFS/018168 Sedibeng West District Ref No: REFS/017721
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate with Accounting as a passed subject. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures Communication skills (verbal & written). Computer Literacy, Ms Word, Excel, Access. Typing skills, Ability to work under pressure and work in a team. Good interpersonal relations.
<u>DUTIES</u>	:	Administration and monitoring of Municipal Payments for Section 21 and Partial section 21 schools. Administration and monitoring of school fee compensation. Safekeeping of goods received and delivery thereof. Provisioning of administrative support for public schools. Control of equipment/stock (stocktaking). Track budget expenditure variants for partial section 21 Public Ordinary Schools. Procurement of goods and services for partial section 21 Public Ordinary Schools. Assist in reconciliation and monitoring of expenditure and Attend to Queries from Districts and Municipalities.
<u>ENQUIRIES</u>	:	Ms Nelisiwe Mashazi Tel No: (011) 694 9321(JN District) Mr Xolani Kheswa Tel No: (011) 389 6062 (ES District) Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Ms B Mlotshwa Tel No: (016) 594 9207(SW District)
<u>POST 21/499</u>	:	<u>SENIOR ACCOUNTING CLERK (X4 POSTS)</u> Sub Directorate: Finance and Administration Section: Finance Management
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Johannesburg West District Ref No: REFS/018143 Johannesburg North District Ref No: REFS/018173 Johannesburg East District Ref No: REFS/018162 (X2 POSTS)
<u>REQUIREMENTS</u>	:	Matric/Grade 12 with Accounting as a subject. Knowledge of financial administration and application of financial prescripts such as PFMA, Treasury Regulations, SCOA, procurement procedures and other financial related policies. Knowledge of BAS (Basic Accounting System), PERSAL, SAP, E-Invoicing. Analytical skills, excellent communication skills. Organizational skills.
<u>DUTIES</u>	:	Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended other expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's is received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ virements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta Tel No: (011) 831 5433 (JW District) Ms Nelisiwe Mashazi Tel No: (011) 694 9321 (JN District) Ms E Moloko Tel No: (011) 666 9109 (JE District)
<u>POST 21/500</u>	:	<u>SENIOR LIBRARIAN ASSISTANT (X2 POSTS)</u> Sub Directorate: Curriculum Management and Delivery Section: LTSM

<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Gauteng West District Ref No: REFS/018150 Gauteng North District Ref No: REFS/018185
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Good general knowledge. Ability to work with and without supervision. Hard working and reliable.
<u>DUTIES</u>	:	Assist the Senior Librarian with Issuing and retrieving of information from library resources; Cataloguing and processing of the district library's stock, using a computerized data base; Stock-taking, shelve control and filing; Acquisitioning and requisitioning of library resources; General administrative functions; Information assistance to library users; Marketing the library service; Information searches including the Internet; Establishing the information needs of district officials.
<u>ENQUIRIES</u>	:	Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Ms. Mathodi Moloto Tel No: (011) 247 5947 (GN District)
<u>POST 21/501</u>	:	<u>SENIOR ADMIN CLERK REF NO: REFS/018218</u> Sub-Directorate: Curriculum Management and Delivery Section: Special Projects
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Gauteng North District
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and a communication skill (verbal and written) administrative, analytical and organizational skill, computer literacy.
<u>DUTIES</u>	:	Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies (goods & services). Administer the movement and disposal of assets. Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Handling basic enquiries and assisting clients.
<u>ENQUIRIES</u>	:	Ms. Mathodi Moloto Tel No: (012) 543 4313 (GN District)
<u>POST 21/502</u>	:	<u>SENIOR PERSONNEL OFFICER (X4 POSTS)</u> Sub Directorate: Transversal Human Resource Service Section: Conditions of Service
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Johannesburg West District Ref No: REFS/018180 Johannesburg East District Ref No REFS/018193 Sedibeng West District Ref No: REFS/018174 Tshwane West District: Ref No: REFS/018230
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Knowledge of the relevant Acts, regulations, practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration, HR provisioning, and Human Resource Management. Knowledge to used computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel. Completed courses and experience in word processing, spreadsheet and presentation software packages. Good organising, planning, problem solving and analytical skills. Good verbal and written communication skills, time management, minute taking, financial management and inter-personal relations skills. Self-disciplined and able to work under pressure with minimum supervision.
<u>DUTIES</u>	:	Provide all personnel administration services on PERSAL. Render appointments services. Render Conditions of services: Appointments, Leave, Terminations, Qualification's bonus, Housing Allowances, and any salary related matters. Implement Performance Management Development System appraisals for all employees in the Department. Implement all departmental Human Resource policies, strategies and procedures to ensure adherence by Departmental personnel. Assist in the coordination of HR administration

activities / processes. Capture accurate information on PERSAL. Ensure compliance with the HR related statutory requirements. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Provide Human Resource Advisory services to all Departmental personnel. Guide and advise personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Assist in the co-ordination of information sharing sessions for all the personnel in the Department. Deal with all HRA related queries.

ENQUIRIES : Mr Lizwe Jafta Tel No: (011) 831 5433 (JW District)
Ms E Moloko Tel No: (011) 666 9109 (JE District)
Ms B Mlotshwa Tel No: (016) 594 9207(SW District)
Ms Priscilla Ravele Tel No: (012) 725 1451(TW District)

POST 21/503 : **SENIOR REGISTRY CLERK (X3 POSTS)**
Sub Directorate: Transversal Human Resource Services
Section: Conditions of Service

SALARY CENTRE : R202 233 per annum
: Gauteng North District Ref No: REFS/018160
: Tshwane North District Ref No: REFS/018076
: Tshwane West District Ref No: REFS/018217

REQUIREMENTS : Matric/Grade 12 Certificate. Knowledge of registry procedures and practices, filling of documents and electronic filing system. Good interpersonal, organizational skills and communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Internet etc.) Ability to work in a team and independently. Maintain a high level of confidentiality when dealing with all files.

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 all mail. Sort register and dispatch 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 validating 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. Open & maintain remittance register. Send wrong remittances back to sender via registered post and record reference number in register. Process documents for archiving and/ disposal. Scan files Electronic for archiving. 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 : Ms Mathodi Moloto Tel No: (011) 846 3641(GN District)
Ms Rejoice Manamela Tel No: (012) 543 4313 (TN District)
Ms Priscilla Ravele Tel No: (012) 725 1451(TW District)

POST 21/504 : **HUMAN RESOURCE PROVISIONING CLERK (X4 POSTS)**
Sub-Directorate: THRS
Section: Human Resource Provisioning

SALARY CENTRE : R202 233 per annum
: Johannesburg West District: Ref No: REFS/018239
: Johannesburg South District: Ref No: REFS/018237
: Tshwane West District: Ref No: REFS/018227 (X2 POSTS)

REQUIREMENTS : Matric/Grade 12 Certificate. Knowledge of Public service Act and Regulations, Employment of Educators Act and Batho Pele Principles. Skills: Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, People Management, Presentation and Facilitation skills. Applies concepts without requiring supervision, able to provide technical guidance when required. Maintain a high level of confidentiality when dealing with all files.

DUTIES : Receive and prepare job adverts for publishing on vacancy circulars and media print. Assist with the advertising processes of the district and schools' vacancies. Provide clerical support service in the verification for all appointed staff. Assist in verifying the existence of posts on PERSAL, Post Establishments and the organisational structure. Assist in maintaining up to

date databases for response handling, recruitment, selection, appointments, transfers, placements and retention of staff. Process all applications for reinstatements of retired educators and provide administrative support for the placement of bursary holders. Assist with the profiling of posts for placement of Bursary holders. Assist with the matching and placement of bursary holders to profiled posts. Assist with the effective processing of all redeployments, absorptions and staff additional to the establishment. Update database for vacancies and unemployed graduates. Check and verify received applications. Render the secretariat support services during interviews. Collect; sort and sift applications according to reference numbers. Capture applications on the response handling database. Deliver a master list for applications. Label packages and distribute applications to relevant line managers and schools. File copies of acknowledgement of receipt. Store and dispose of application according to departmental prescripts. Maintain filing system for the Unit in line with the departmental filing system prescripts. Maintain the tracking system for office correspondence from and to the Unit.

ENQUIRIES : Mr Mr Lizwe Jafta Tel No: (011) 831 5433(JW District)
Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District)
Ms Priscilla Ravele Tel No: (012) 725 1451(TW District)

POST 21/505 : **RECEPTIONIST REF NO: REFS/017939**
Directorate: Contact Centre

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Head Office, Johannesburg
: Matric/Grade 12 Certificate. Knowledge of Office administration and communication systems. Communication skills (written & verbal), planning, organising and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.

DUTIES : Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channel to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for the purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filling and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report mal functions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of reports e.g progress reports, monthly report, etc. Respond to enquiries received from internal and external stakeholders.

ENQUIRIES : Ms. Semakeleng Mabotja Tel No: (011) 355 1032/ 1005

DEPARTMENT OF HEALTH

ERRATUM: CHRIS BARAGWANAH ACADEMIC HOSPITAL: Kindly note that Assistant Manager Nursing (PN-A7 (X1 Post) Nursing (Infection Control)) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post refence has been amended as follows: REFS/018413. The Operational Manager Nursing Speciality (Critical Care Nursing) (PN-B3) (X3 Posts) Nursing Services (Clinical Support FBU) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post refence has been amended as follows: REFS/018414. The Clinical Program Co-Ordinator (PN-A5):Infection Control Nursing Services (Infection Control) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post refence and post number has been amended as follows: Ref No: REFS/018415, (X1 Post)

and The Social Worker HAST (HTS MENTOR) (X 1 Post) Nursing Services (HAST) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post reference has been amended as follows: Ref No: REFS/018416. With a closing date of 14 July 2023. We apologise for the inconvenience caused.

OTHER POSTS

- POST 21/506** : **HEAD CLINICAL UNIT (RADIOLOGY) REF NO: REFS/017755 (X1 POST)**
 Directorate: Clinical
 (Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 887 363 per annum
 : Sebokeng Hospital
 : Bachelor of Medicine and Bachelor of Surgery plus MMed (Rad D) or FC Rad Diagnostics (SA). Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology with minimum of 5 years appropriate experience as a Specialist in Radiology. Extensive and appropriate experience in all aspects of clinical care, teaching and research. Certificates of service of all service for all periods of employment. Knowledge, skills, and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.
- DUTIES** : Overall supervision and management of the Radiology discipline in the Hospital. Clinical management of both in-patients (including Intensive Care and High Care) and out-patients. Ensuring that there are protocols to ensure improvement in the quality of service rendered, safeguarding high standards of care at all times, and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streamlining of referrals internally and externally.
- ENQUIRIES APPLICATIONS** : Dr. Mofokeng SM Tel No: (016) 930 3304
 : applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 07 July 2023
- POST 21/507** : **CLINICAL MANAGER (MEDICAL) REF NO: REFS/018084 (X1 POST)**
 Directorate: Clinical Services
- SALARY CENTRE REQUIREMENTS** : R1 288 095 per annum, (inclusive package)
 : Dr George Mukhari Academic Hospital
 : Registration with HPCSA as a Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and current registration. A minimum of 3 years' appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Good communication, leadership and writing skills. An additional management qualification will be an added advantage.
- DUTIES** : Overall clinical leadership and management of allocated clusters of departments. Ensure the offering of a comprehensive quality hospital service to patients. Optimally supervise departments ensuring compliance to clinical governance. Support district health services through joint planning and outreach services. Participate in continuous medical education, as required by

the HPCSA. Participate and network with other hospitals in the cluster. Ensure the performance of clinical audits and morbidity and mortality meetings. Provide support to other departments. Disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Coordinate the management of patient safety incidents. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievance and labour Relations issues in terms of laid down policies and procedures. Commuted overtime is compulsory.

**ENQUIRIES
APPLICATIONS**

: Dr MC Holm Tel No: (012) 529 3876
 : 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, initialled, 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. Applicants who previously applied should re-apply.

CLOSING DATE

: 07 July 2023

POST 21/508

: **MEDICAL SPECIALIST (ANAESTHETIC) REF NO: REFS/017737 (X1 POST)**

Directorate: Clinical
(Re-Advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R1 214 805 per annum
 : Sebokeng Hospital
 : A degree (MBCHB) FCS(SA) or equivalent, Registration with HPCSA as a Medical Specialist in Anaesthetic. Only shortlisted candidates will submit proof with HPCSA as a Medical Specialist.

DUTIES

: Management of designated areas of responsibility within the Anaesthetic department at Sebokeng Hospital, conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and wards/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in postgraduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program.

ENQUIRIES APPLICATIONS : Dr. Mbara Tel No: (016) 930 3301
 : applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 07 July 2023

POST 21/509 : **MEDICAL SPECIALIST (PSYCHIATRIST) REF NO: REFS/017739 (X1POST)**
 Directorate: Clinical
 (Re-Advertisement)

SALARY CENTRE REQUIREMENTS : Grade 1: R1 214 805 per annum
 : Sebokeng Hospital
 : A degree FC Psych; MMed. Registration with HPCSA as a Psychiatrist. only shortlisted candidates will submit proof with HPCSA as a Psychiatrist 3 (Three) years post registration experience as a Psychiatrist.

DUTIES : An in-depth knowledge of the functioning of Psychiatry department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience of junior staff (nurses, medical students and interns, medical officers and registrars). Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision-making skills. Management of designated areas of responsibility within the Psychiatric Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical psychiatric services in the hospital. Providing consultative support services to peripheral institutions as part of the department's outreach program.

ENQUIRIES APPLICATIONS : Dr. Msibi NA: Tel No: (016) 930 3000
 : applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 07 July 2023
- POST 21/510** : **MEDICAL SPECIALIST: CLINICAL PHARMACOLOGY REF NO: REFS/018073 (X1 POST)**
Directorate: Clinical Services
(Re- Advertisement)
- SALARY** : Grade 1: R1 214 805 per annum (all package inclusive)
Grade 2: R1 386 069 per annum (all package inclusive)
Grade 3: R1 605 330 per annum (all package inclusive)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
MBChB degree or equivalent. Registration as a Specialist in Clinical Pharmacology with the Health Professions Council of South Africa (HPCSA) and Current registration with the HPCSA as a Medical Specialist in Pharmacology. **Grade 1:** None experience after registration with HPCSA as a Medical Specialist (Pharmacologist). **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist (Pharmacologist) after registration with HPCSA as a Medical Specialist (Pharmacologist). **Grade 3:** A minimum of 10 years appropriate experience as a Medical (Pharmacologist) after registration with HPCSA as a Medical Specialist (Pharmacologist). Any additional specialist qualification, post graduate diploma, other post graduate qualification, teaching and research will be an added advantage. Publication or research papers, review articles and other scholarly papers will be a distinct advantage.
- DUTIES** : Overall supervision, management and training of registrars who are specializing in the Clinical Unit. Management of both in-patients and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to protocols and guidelines. Promote and participate in outreach programs in the community and the feeder institutions. Clinical governance - ensure quality assurance programs with respect to improving clinical outcomes and managing risks that are in place. To render clinical pharmacology services to the hospital where relevant, advise on management of patients and assist in prescribing in special groups (paediatrics, pregnancy, elderly, genetically predisposed, critically ill). Advise on drug policy and critically evaluate new drugs, render therapeutic service in assisting in the provision of a therapeutic drug monitoring service (TDM, by interpreting the clinical relevance of reported drug levels, monitoring adverse drug effects (including toxicology and poisoning), monitor drug interaction, assisting with clinical matters in Pharmacy, assist and take part in departmental clinical discussions, monitor antibiotic use and be part of antimicrobial stewardship (AMS) program and attend Pharmacy and Therapeutic Committee (PTC), and Ethics Committee. The incumbent will be involved in training the registrars who specialise in Clinical Pharmacology and teaching basic and clinical pharmacology program for both under-and postgraduate students and will take part in research programmes of the department. Other relevant duties may be allocated by the Head of department.
- ENQUIRIES APPLICATIONS** : Prof E Osuch Tel No: (012) 521 4145
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, initialled, 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. Applicants who previously applied should re-apply.

- CLOSING DATE** : 07 July 2023
- POST 21/511** : **MEDICAL SPECIALIST: PSYCHIATRY REF NO: REFS/018242 (X2 POSTS)**
Directorate: Clinical Services
(Re-Advertisement)
- SALARY** : Grade 1: R1 214 805 per annum (all package inclusive)
Grade 2: R1 386 069 per annum (all package inclusive)
Grade 3: R1 605 330 per annum (all package inclusive)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Appropriate qualification in Psychiatry which allows Registration as a Specialist Psychiatrist with the Health Professions Council of South Africa (HPCSA). Current Registration with the HPCSA as a Specialist Psychiatrist. **Grade1:** None experience after registration with HPCSA as a Medical Specialist (Psychiatrist). **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist (Psychiatrist) after registration with HPCSA as a Medical Specialist (Psychiatrist). **Grade 3:** A minimum of 10 years appropriate experience as a Medical (Psychiatrist) after registration with HPCSA as a Medical Specialist (Psychiatrist). Sound knowledge and skills in Psychiatry. Ability to work in a multi-disciplinary team. Knowledge of Legislation, Policies and Procedures pertaining to Mental Health Care Users.
- DUTIES** : The provision of Care, treatment and rehabilitation to Mental Health Care Users within the framework of the Mental Health Care Act (No 17 of 2002), involvement in other General Psychiatric work as needed. In the Forensic Unit: to conduct Mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State Patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other Forensic Psychiatry work as needed. Teaching and training of Medical Students, Medical Officers and Psychiatric Registrars, as well as other personnel (e.g. Nurses, etc.). To stimulate, assist with and conduct research in the field of Psychiatry. To Supervise and Manage Junior Staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in Hospital Committees. To assist with the development of Policies and Protocols of the Hospital. Active participation in quality improvement programs including Clinical Audits, morbidity and mortality meetings and continuous Professional Development activities. To liaise with external stakeholders when appropriate. To always maintain Professional and Ethical Conduct.
- ENQUIRIES** : Dr. PS Mazibuko Tel No: (012) 521 4032/4143
- 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, initialled, 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. Applicants who previously applied should re-apply.

- CLOSING DATE** : 07 July 2023
- POST 21/512** : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY REF NO: SDHS 2023/06/01**
- SALARY CENTRE REQUIREMENTS** : R958 825 per annum (all-inclusive package)
: Johan Heyns Vanderbijlpark
: A three year degree (NQF level7) or National Diploma (NQF Level 6) in computer Science/ Information Systems/ Information Technology. 5years experience in Network management and Network operating System management of which 3 years must be at an Assistant Director level preferably in the public health sector. Candidate must be in possession of a valid driver's licence (when shortlisted).
- DUTIES** : Management of ICT projects and leading the implementation of systems in the district. Maintain high availability of ICT services including the health information systems, local area network and wide area network, active directory, transversal systems, and all other district applications. Use management software to identify and locate faults and problem areas. Perform server administration, network maintenance and application monitoring. Support system applications used in the various departments of the hospital. Provide support for video, voice and mobile communication services. Management of service desk system and ensure effective client relations. Management of contracts and service level agreements (SLAs) with both internal users, other government institutions and external parties. Manage ICT Governance, Audit, ICT security and disaster recovery including management of backups. Advice on new technology. Supervise, assess skills, train and provide skills development to ICT human resources. Training of end-users to ensure that they are kept abreast of technologies employed in the district. Responsible for general, human and financial management of the ICT department.
- ENQUIRIES APPLICATIONS** : Ms. M. Mokoena Tel No: (016) -950 6000
: Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
- NOTE** : Applications must be submitted on a new Z83 application form, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by an updated CV only. Copies of qualifications and other relevant documents must not be included on the application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Recommended candidates will be subjected to medical assessment. 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. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.
07 July 2023

CLOSING DATE

:

POST 21/513

:

HAST MEDICAL OFFICER GRADE 1 REF NO: LENS 157 (X1 POST)
Directorate: Medical

SALARY

:

R906 540 - R975 738. per annum, plus benefits

CENTRE

:

Lenasia South District Hospital

REQUIREMENTS

:

Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner, HPCSA registration as an independent Medical Practitioner. A minimum of 2 year appropriate experience as Medical Officer after registration with the HPCSA of which 1 year must be, working experience in HIV STIs, ART Management, TB control, TB/HIV, and TB Clinical Management will be an added advantage and Master's Degree in Public Health or equivalent complex case management would also be an added advantage. Knowledge of government guidelines and protocols for HIV, STIs, TB, and DR TB management; Experience in training, clinical mentoring and supervision; Proven skills in program management including institutional capacity building and systems development; Must be a team player with excellent analytical, oral and written communication skills; Flexibility to work several geographically dispersed sites. Good Computer skills in Excel, PowerPoint, and MS Word; A valid driver's licence. Must willing to travel extensively. Knowledge of PFMA legislation and Government policy on HIV, STIs, and TB. Knowledge of DHIS, TIER.NET, and report writing skills. The Clinical Advisor's role is to provide support for the implementation of a country-wide scale up of community facility-based TB/MDR TB treatment programs.

DUTIES

:

The incumbent will be responsible for the following activities but not limited to: develop with NTP and other implementing partners strategies for improving the quality of HIV, STIs PMTCT VMMC and TB; Strengthen clinical knowledge and experience in the management of HIV, STIs and TB; Assist the National TB Control Programme in implementing strategies to prevent TB/ MDR TB; Initiate and provide technical support and training to Sub District district-based management teams and service providers to implement and monitor TB/ MDR TB and VMMC treatment programs; Build capacity of project staff, Department of Health (DOH and LG) counterparts and collaborating NGOs in the implementation of interventions to prevent, diagnose and treat HIV, PMTCT ,STIs, DS and MDR TB,VMMC TB; Ensure correct patient management and review clinical decisions while strengthening expertise among health care professionals for HIV, PMTCT ,STIs, DS and MDR TB,VMMC care; Work with the Health Care Workers to assist in the implementation of HIV, STIs PMTCT and DS and MDR TB VMMC monitoring and evaluation tools; Work with NGOs and partners to implement innovative treatment support and monitoring tools through Health technologies; Assist to design / implement targeted operations research to assess and improve implementation of HIV, PMTCT ,STIs, DS and MDR TB,VMMC programs; Provide regular monitoring and evaluation reports to the Sub District Chief Medical Officer, Clinical Services Team Leaders HAST team members including monthly and quarterly status reports .Improve Sub District health systems in support of good clinical practice in the Sub Districts, Hospitals, CHC's, and PHC Clinics. Guide implementation of DoH HAST treatment protocols. Keep abreast of the developments in the HIV, PMTCT STIs DS, and DR TB VMMC programme areas. Facilitate and monitor HIV, Maternal health, STIs, VMMC, DS, and DR TB for internal and external stakeholders as may be required. Contribute to operational planning activities. Liaising and negotiating with the private sector to improve the health status of communities. Perform all other duties delegated by the Supervisor / Manager. Participate in the training and clinical mentorship of health providers. Support the dissemination and review of HAST policies. Strengthen TB/HIV collaboration and rollout. Participate in the Sub District after hours coverage (Commuted Overtime).

ENQUIRIES

:

Dr. M.N Maleka Tel No: (011) 213 9617

APPLICATIONS

:

must be submitted only through this email: SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.

NOTE

:

The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only

shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.

- CLOSING DATE** : 10 July 2023
- POST 21/514** : **REGISTRAR (MEDICAL) REF NO: KPTH/06/01**
Directorate: Paediatrics
- SALARY** : R906 540 per annum (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner. FC Paed (SA) Part 1. Twelve months post-internship experience in paediatrics (under supervision of a registered paediatrician), including clinical experience with neonatal intubation and ventilation, is required. A Diploma in Child Health or other applicable post graduate qualification is recommended.
- DUTIES** : The successful candidates will be responsible for rendering of clinical services and related administrative tasks. This includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Supervision of junior staff (undergraduate students, interns, and medical officers). Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and portfolio of learning as required by the college of Medicine of South Africa.
- ENQUIRIES** : Prof T Avenant Tel No: (012) 373 1009
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 07 July 2023
- POST 21/515** : **MEDICAL REGISTRAR: CLINICAL PHARMACOLOGY REF NO: REFS/018219 (X1 POST)**
Directorate: Clinical Services
- SALARY** : R906 540 per annum (all inclusive)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : MBChB Degree (or equivalent). Registered with the Health Professions Council of South Africa as medical practitioner. Current registration as a Medical Practitioner.
- DUTIES** : Clinical duties and advice on the management of patients: clinical pharmacologist on call for DGMAH, ward consults as required, TDM

interpretation & feedback to DGMHAH, laboratory review, therapeutic drug monitoring, interpretation of toxicity as well as drug overdose and bioavailability, help clinicians decide on further therapy, toxicology on call, clinic rotation, regular contact with prescribers to enforce policy, prevent medication errors and promote patient compliance with medication. Clinical Pharmacology teaching undergraduate and postgraduate level. Advise on drug policy: PTC & PPTC involvement, ensure cost effective use of drugs in the Hospital and assist in development of effective protocols that guide use of expensive agents, workshops dedicated to drug policy, acquire new medicines information and critically evaluate its quality and utility. Function as an effective team member in the broad context. Play an active role in training other health care workers: undergraduate bedside teaching, bedside teaching of clinical pharmacology and assistance of clinicians in drug therapeutic management of patients, medicine academic meetings, clinical discussions, case reports and case presentations, CPD meetings, academic meetings/journal club, undergraduate teaching ward rounds. Engage in research: SMUREC review, own research, scientific writing, research training seminar, GCP, research methodology course. Other relevant duties may be allocated by the Head of Department.

**ENQUIRIES
APPLICATIONS**

: Prof E Osuch Tel No: (012) 5214145/4605
 : 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, initialled, 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. Applicants who previously applied should re-apply.

CLOSING DATE

: 07 July 2023

POST 21/516

: **MEDICAL PHYSICIST REF NO: REFS/018206 (X1 POST)**
 Directorate: Clinical Support

SALARY

: Grade 1: R734 811 per annum (all-inclusive package)
 Grade 2: R829 668 per annum (all-inclusive package)
 Grade 3: R946 461 per annum (all-inclusive package)

**CENTRE
REQUIREMENTS**

: Dr George Mukhari Academic Hospital
 : An appropriate qualification that allows for Registration with the HPCSA as a Medical Physicist or equivalent. Registration with HPCSA as a Medical Physicist in the category Independent Practice. **Grade 1:** None experience after registration with the HPCSA as a Medical Physicist. **Grade 2:** A minimum of 8 years' experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** A minimum of 16 years' experience after registration with the HPCSA as a Medical Physicist. Competencies/skills: Knowledge of regulations

pertaining to the Hazardous Substances Act in accordance with the South African Health Products Regulatory Authority. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills. An MSc in medical physics will be an added advantage.

DUTIES : Quality Assurance Programme of ionising and non-ionising radiation equipment at Dr George Mukhari Academic Hospital. Participate in the teaching, training and research programs within Dr George Mukhari Academic Hospital and Sefako Makgatho Health Sciences University. Contribute to the development and implementation of policies, protocols and Standard Operating Procedures. Contribute to compliance of equipment contracts, service level agreements and terms of references with vendors. Participate in the Radiation protection programme and training at Dr George Mukhari Academic Hospital. Work closely with Medical Physicists, Radiologists, Nuclear Medicine Physicians and Radiographers. Provide support in all aspects of safe and effective radiology and nuclear medicine clinical procedures, with the consideration of ethical aspects. Contribute to QA including dosimetry in radiology and nuclear medicine. Contribute to ensuring all radiation protection requirements are met and good practices are followed. Maintain own Continuing Professional Development (CPD) in accordance with professional standards.

ENQUIRIES : Dr Bronwin Van Wyk Tel No: (012) 521 4771
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, initialled, 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. Applicants who previously applied should re-apply.

CLOSING DATE : 07 July 2023

POST 21/517 : **ASSISTANT MANAGER (SPECIALTY) ACCIDENT AND EMERGENCY REF NO: REFS/SEB/23/01 (X1 POST)**
Directorate: Nursing

SALARY : Grade 1: R683 838 per annum (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : 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. Registration with the SANC as Professional Nurse. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Emergency and Trauma Nursing in terms

of R212. Diploma/degree in Nursing Administration is a Must. Current registration with the SANC – as a Professional Nurse and Midwife. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in Emergency and Trauma. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside Public Service after complying with registration requirement). Supervisory, problem solving, conflict resolution and interpersonal skills; Leadership, communication skills and computer literacy. Knowledge of nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public Sector policies and protocols. Human resources and financial management. Knowledge of UPFS billing forms, NCS, HIS performance indicators related to Emergency and Trauma. Demonstrate basic understanding of human resources, disciplinary producers as well as financial management policies, guidelines, and practices.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures, and regulations pertaining to nursing care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide, and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Prepared to do shifts.

ENQUIRIES APPLICATIONS : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: should be posted to Private Bag X058, Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, no attachments on application, only Z83 and CV, applicants will submit documents only when shortlisted. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 14 July 2023

POST 21/518 : **PROFESSIONAL NURSE (SPECIALTY NURSING) – TRAUMA REF NO: REFS/SEB/23/02 (X2 POSTS)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : Grade 1: R431 265 per annum (all-inclusive package)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse, plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty (Trauma). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Less 1 year from experience for candidates appointed from outside the Public Service after complying with registration requirements.

DUTIES : Provision of high quality, holistic and specialized Nursing care within set standards and within Professional/Legal framework in a highly specialized Accident and Emergency Unit. Be flexible, able to handle high patient flow

pressure, be able to prioritize and respond to patient care needs in an emergency. Effective utilization of human, financial and material resources. Adhere to basic principles of Infection Prevention and Control. Ability to carry out Nursing Administrative duties including shifts leading and relieving the Operational Manager. Maintain Professional and Ethical growth/development through on-going training and research.

ENQUIRIES : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
APPLICATIONS : should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, no attachments on application, only Z83 and CV, applicants will submit documents only when shortlisted. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 14 July 2023

POST 21/519 : **CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: SUB-G0032 (X10 POSTS)**
Directorate: Nursing

SALARY : R431 265 per annum, plus benefits
CENTRE : Johannesburg Health District:
Wildbeesfontein Clinic (X2 Posts)
Kliptown Clinic (X1 Post)
Stretford Clinic (X2 Posts)
Sinethema Clinic (X1 Post)
Orange Farm Clinic (X1 Post)
Bristlecone Clinic (X1 Post)
Ennedale Extention 9 Clinic (X1 Post)
Lenasia South District Hospital (X1 Post)

REQUIREMENTS : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification, with a duration of at least one year in Primary Health Care, accredited with the SANC. A minimum of four (4) year's appropriate/ recognizable nursing experience after registration as Professional Nurse General. Computer literate and a valid driver's license will be an advantage. Grade 1: Less than ten (10) years appropriate experience after registration as a Clinical Nurse Practitioner (Primary Health Care).

DUTIES : Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively with persons of diverse intellectual, cultural, racial or religious differences. 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.

ENQUIRIES : Ms. V. Munsami Tel No: (011) 213 9708
APPLICATIONS : must be submitted only through this email: SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.

- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 13 July 2023
- POST 21/520** : **CLINICAL TECHNOLOGIST – CRITICAL CARE (ICU) REF NO: REFS/018096 (X1 POST)**
Directorate: Clinical Support
- SALARY** : Grade 1: R359 622 per annum (plus benefits)
Grade 2: R420 015 per annum (plus benefits)
Grade 3: R491 676 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
National Diploma or B Tech in Clinical Technology, BHS - Specialized Category: Critical Care. Registration with HPCSA in Clinical Technology - Specialized Category. Currently registered with HPCSA in Clinical Technology. **Grade1:** None experience after registration with the HPCSA as a Clinical Technologist. **Grade 2:** A minimum of 10 years' experience after registration with the HPCSA as a Clinical Technologist. **Grade 3:** A minimum of 20 years' experience after registration with the HPCSA as a Clinical Technologist. Competencies: Demonstrate and apply good communication skills and team Co-operation CCTs are required to be team players and work well with the junior and senior staff.
- DUTIES** : Ensure effective and efficient clinical service delivery within the ICU department. To offer direct support and advice to other healthcare professionals in the maintenance and physiological management of patients in the ICUs and theatre area and with the appropriate usage of the ICU medical equipment. Assess and monitor patients before during and after procedures. To ensure multi-disciplinary teamwork. To offer daily technical support, teaching and ongoing training within the ICU. Conduct and supervise research within the field. CCTs are required to perform and assist in Cardiopulmonary resuscitation in the ICU. Administrative duties such as data capturing of interventional procedures performed and all supporting information including procurement, inventory and ICU equipment maintenance plan. Ensure patient safety and perform general quality control procedures. Implement infection prevention and control measures. Oversee maintenance and functionality of equipment for associated procedures: HPCSA Approved Scope of Practice: Clinical Technology (21 May 2020).
- ENQUIRIES APPLICATIONS** : Mr LK Tsie Tel No: (012) 529 3791
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, initialled, 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. Applicants who previously applied should re-apply.

- CLOSING DATE** : 07 July 2023
- POST 21/521** : **PRODUCTION DIETITIAN REF NO: KPTH/06/02**
Directorate: Clinical Dietitians
- SALARY** : R317 976 – R361 872 per annum, (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA in the relevant profession or bachelor's degree (BSC or B Degree) in Dietetics. Currently registered with the HPCSA as an independent Dietician. The candidate should be dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Plan and implement health awareness campaigns and staff in-service training. Computer literacy, communication skills and good interpersonal skills are essential.
- DUTIES** : Provide Dietetics services to both in and outpatients through efficient and professional assessment and treatment within various areas of the hospital using evidence-based treatment techniques. Provide mentorship and guidance to community service therapist and students as needed. Make appropriate referrals when necessary. Adhere to record keeping standards, NCS and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele principles, Patient Rights etc. Plan and implement health awareness campaigns and staff in-service training. Effectively execute all patient and departmental related administrative tasks including data compilation, stock management, reports and statistics etc. Participate and implement departmental policies to ensure effective departmental standards and effective service delivery in line with National standards. Adherence to PMDS processes. Standby/On-call duty as per program.
- ENQUIRIES** : Ms I Mhlakela, Tel No: (012) 318 6640
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please

Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
07 July 2023

CLOSING DATE

:

POST 21/522

:

CLINICAL ASSOCIATE REF NO: SDHS 2023/06/02 (X1 POST)

SALARY

:

R294 321 – R317 127 per annum

CENTRE

:

Sedibeng District Health Services - HAST

REQUIREMENTS

:

Bachelor of science (Clinical Medical Practice) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical Clinical Associate.

DUTIES

:

Implement Voluntary Male Medical Circumcision (VMMC) through provision of safe and quality service for adolescent and adult males. Ensure that VMMC set targets are achieved. Provides post-operative care and clinical management of any adverse events. Participate in developing quarterly work plans and budget for VMMC activities. Carry out VMMC service delivery in line with VMMC operational guidelines. Participate in data review meetings. Perform other duties as assigned by the supervisor.

ENQUIRIES

:

Ms.D Khumalo Tel No: (016) 950 6122

APPLICATIONS

:

Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.

NOTE

:

Applications must be submitted on a new Z83 application form, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by an updated CV only. Copies of qualifications and other relevant documents must not be included on the application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Recommended candidates will be subjected to medical assessment. 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. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.

CLOSING DATE

:

07 July 2023

POST 21/523

:

CHIEF ADMIN CLERK REF NO: REFS/017386 (X1 POST)

Directorate: Patient Administration

SALARY

:

R294 321 per annum (plus benefits)

CENTRE

:

Dr George Mukhari Academic Hospital

REQUIREMENTS

:

Grade 12 with minimum of 3-5 years' experience in Porterage, Messenger and Mortuary Services as a Supervisor. Good supervisory and problem-solving skills. Sound knowledge of the Public Finance Management Act, Treasury Regulations and Practice Notes. Good report writing skills. Be computer literate with good verbal and communication skills. Good interpersonal relations, honesty with good discipline track record. Full knowledge of Patient Right Charter and Six Key Ministerial Priorities. Understanding and application of Batho Pele Principles and other related prescripts governing Public Service. A proven Supervisory or Team Leader experience in Patient Administration. Must be prepared to work day and night including weekends (shift worker). A recognized National Diploma in Public Management / Administration, Business Management or relevant tertiary qualifications NQF 6 will be an added advantage.

DUTIES

:

Optimize the management of Patient Administration in terms of Treasury regulations and PFMA. Ensure effective and efficient management of Patient in Porterage, Messengers and Mortuary services. Develop, implement and monitor procedures aimed at reducing waiting times in Patient Admitting to discharge. Maintain effective and efficient utilization of Golf Carts, stretchers and wheel chairs. Co-ordinate and provide in-service training for staff and implementation of performance agreement. Implement discipline and

grievance procedures in accordance with laid down procedures. Accept overall responsibility for keeping confidential information within the department. Ensure and maintain good stakeholder's relations and effective communication with the Assistant Director. Putting mechanisms in place to improve the quality of patient Care. Ensure that quarterly reports deadlines are met. Participate in service delivery improvement programmes such as revenue. Enrichment, development and implement risk management tools in the Patient Admission. To manage and administer the Mortuary facility with a view to provide effective public service. Compliance to the National Core Standards and Labour Relations.

**ENQUIRIES
APPLICATIONS**

: Mr AB Nhlapo Tel No: (012) 529 3220
 : 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, initialled, 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. Applicants who previously applied should re-apply.

CLOSING DATE

: 07 July 2023

POST 21/524

: **LABOUR RELATIONS OFFICER REF NO: REFS/017430**
 Directorate: Forensic Medical Services
 This is a re-advertisement, and all applicants who had previously applied for this position are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 – R343 815 per annum (Level 07), (plus benefits)
 : Head Office
 : A senior certificate / grade 12 or equivalent qualification with ten (10) years relevant experience in Labour Relations or a recognized National Diploma (NQF 6) / Degree (NQF 7) Human Resource Management or Labour Relations registered with SAQA with three to five (3 to 5) years' relevant experience (Labour Relations). Knowledge of disciplinary codes and procedures for Public Services, dispute resolution processes and grievance resolution, understanding of Basic Condition of employment Act, Labour Relation Act, Public Service Act 1994, Public Regulations Act 2016 and Employment Equity Act 1997. Computer skills (proof required). Knowledge of PERSAL system (introduction to PERSAL). Communication skills and report writing skills. Valid driver's license.

DUTIES

: Investigate misconduct cases and grievances. Represent the Employer in disciplinary hearing and dispute resolution process. Ensure the correct implementation of collective agreements and policies governing Labour Relations Management. Provide LR capacity building (skills and development)

for managers and officials. Promote harmony/peace between management and organized Labour, render secretarial support in bilateral and multilateral meetings when the need arise. Update Labour relations database / spreadsheet and compile the Monthly, Quarterly and Annual reports.

**ENQUIRIES
APPLICATIONS**

: Ms. M.J Mqhayi at Tel No: (072) 480 4183
: must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128, Johannesburg, 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE

: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new Z83 form with a comprehensive CV containing contactable references. In compliance to DPSA Circular 19 of 2022 certifying documents / qualifications will only be requested from only shortlisted candidates before interview process (Applicants are not required to submit copies of qualifications and other relevant documents when applying). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE

: 07 July 2023

POST 21/525

: **CLINICAL ENGINEERINGTECHNICIAN GRADE A/B REF NO: SDHS
2023/06/03**

SALARY

: Grade A: R293 652 per annum (plus benefits)
Grade B: R334 179 per annum (plus benefits)

**CENTRE
REQUIREMENTS**

: Sedibeng District Health Services
: National Diploma Electrical Engineering /National N Diploma or equivalent qualification (Clinical Engineering). Registration with Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician. 1- or 2-years appropriate experience in Clinical engineering environment. Must have a valid driver's license. Must be available to perform standby and after-hours duties.

DUTIES

: Perform in house repairs and maintenance of medical equipment. Training of end-user. Provide maintenance reports. Attend meeting related to medical equipment. Monitor maintenance plan. Supervision of all on-site repairs, maintenance, procedures, and safety checks. Advise on all aspects relating to the medical technology lifecycle. Monitor service level agreements with external service providers. Display knowledge and skills in the use of various hand tools and test equipment such as defibrillator analyzer, infusion pump analyzer, multimeter, ECG Simulator and other resources within clinical engineering.

**ENQUIRIES
APPLICATIONS**

: Ms D. Pepenene. Deputy Director Nursing Tel No: (016) 950 6002
: must be hand delivered to Human Resources, Sedibeng District Health Services, 2nd Floor Johan Heyns CHC, Cnr. Pasteur Blvd & Frikie Meyer, Vanderbijlpark. 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 new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. 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

: 07 July 2023

POST 21/526

: **OCCUPATIONAL THERAPIST TECHNICIAN REF NO:
CCRC/OTT/01/06/2023**
Directorate: Therapeutic Services

<u>SALARY</u>	:	R243 627 per annum, (including benefits)
<u>CENTRE</u>	:	Cullinan Care & Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent. Occupational Therapy Technician Certificate / or equivalent qualification as an Occupational Therapy Technician. Current registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Knowledge, Skills, Training and Competence Required. Knowledge of physical and psychiatric conditions, including Paediatrics. and therapeutic interventions thereof. Adequate knowledge and competent use of therapeutic media, equipment, crafts, and rehabilitation activities. Knowledge of ethical code and scope of practice. Good communication and group handling skills. Knowledge of wheelchairs and assistive devices. Ability to implement therapeutic programmes under supervision of the Occupational Therapist. Good interpersonal skills to work within a multi-disciplinary team. Ability to organize self, duties allocated for efficient time management. Working within a frame work of the rehabilitation team's standard operating policies, procedures and treatment guidelines so as to be accountable to the patient, the supervisor, the team, and the community.
<u>DUTIES</u>	:	Provide an Occupational Therapy support services as defined within the scope. Undertake individual and group treatment of Paediatrics and adults presenting with physical, psychiatric, developmental conditions. To follow prepared treatment protocols and make adaptations as needed. Receive and implement treatment plans received from the Occupational Therapist. Preparation of patient and the rehabilitation / work area for treatment. To manufacture, issue assistive devices, undertake care- giver training and management of the patient. To undertake administrative duties e.g. accurate record keeping, statistics, maintenance of stock and equipment. Undertake educational sessions with care-givers to ensure carry over of rehabilitation into the home and community. Participate in CPD activities, in-service programmes, resource development and departmental meetings. Participate in quality assurance and risk management activities.
<u>ENQUIRIES</u>	:	Mr. Sello Mabe Tel No: (012) 7347000
<u>APPLICATIONS</u>	:	should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<u>NOTE</u>	:	Application are required to submit a fully completed New form Z83 and a 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 with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates 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 appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
<u>CLOSING DATE</u>	:	07 July 2023 at 12 noon
<u>POST 21/527</u>	:	<u>STAFF NURSE REF NO: SDHS 2023/06/04 (X2 POSTS)</u>
<u>SALARY</u>	:	R220 347 – R337 860 per annum, (plus benefits)
<u>CENTRE</u>	:	OTL
<u>REQUIREMENTS</u>	:	Register with SANC as a Staff nurse.
<u>DUTIES</u>	:	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. Ivy Khanya Tel No: (016)950 6146
 : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
- NOTE** : Applications must be submitted on a new Z83 application form, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by an updated CV only. Copies of qualifications and other relevant documents must not be included on the application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Recommended candidates will be subjected to medical assessment. 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. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.
- CLOSING DATE** : 07 July 2023
- POST 21/528** : **ADMINISTRATION CLERK REF NO: STDH/20230001 (X1 POST)**
 Directorate: Nursing services
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum, plus benefits
 : Sizwe Tropical Disease Hospital
 : Grade 12 (Standard 10) or equivalent. Computer literacy certificate, Qualification in Office Administration / Public Management or Administration will be an added advantage., At least 1 -2 years' experience in administration field. Excellent telephone etiquette and interpersonal skills. Knowledge on meeting minutes taking and document management skills. Basic knowledge of financial and costing management or administration, report writing skills, stock control and management. Knowledge of policies, procedures and Acts of public service administration. Computer literacy (MS Word, Power Point, Excel, Internet & Email). Must be able to work with the public and other stakeholders, internally and externally. High level of reliability, confidentiality and professionalism. Must be willing to rotate and able to work under pressure. Must be able to perform record management and document electronic filing.
- DUTIES** : Administration procedures related to Nursing administration. Registration and release of documents from the office. Ensure effective and correct flow of information and documents. Perform all relevant administration duties allocated by the manager. Provide administrative support in the clinical and nursing department. Compile, type and distribute correspondence, reports and documents. Ensure filing and safe keeping of all documents. Attend meetings and take minutes as approved by the manager. Receive and consolidate reports from various clinical and Nursing departments. Screen and transfer telephone calls and handle enquiries from internal and external clients.
- ENQUIRIES APPLICATIONS** : Ms LM Mokoena Tel No: (011) 531 – 4365
 : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : The application must include only fully completed and signed new Z83 form, 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 07 July 2023

POST 21/529 : **CLIENT INFORMATION CLERK REF NO: KPTH/06/03 (X2 POSTS)**
 Directorate: Information Management Department

SALARY : R202 233 per annum (Level 05), (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with at least one (1) to two years' switchboard or Call Centre Experience. Switch board or Call Centre Certificate. Office Management Certificate will be an added advantage. Skills and Competencies: Computer Literacy certificate (Ms. Word, Excel, PowerPoint and access). Skills: Telephone Etiquette, Good Interpersonal Relation Report writing, Good Communication skills, Ability to handle confidential information, Knowledge of Batho Pele principles. Willing to work shifts, weekends and Public holidays.

DUTIES : Handling of incoming and outgoing calls. Transferring calls to appropriate extensions or persons. Handle switchboard apparatus appropriately by using equipment according to specifications and monitor outgoing calls. Update and distribute internal telephone directory. Assist with costing of private telephones. Taking messages and answer general queries. Reporting faulty line to supervisor. Work shifts, weekends and public holidays according to duty roster. Adherence to Batho Pele principles.

ENQUIRIES : Mr. T. Raditshemega Tel No: (012) 318 7069
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 07 July 2023

POST 21/530 : **SECURITY OFFICER REF NO: KPTH/06/04 (X2 POSTS)**
 Directorate: Security Management

SALARY : R147 036 per annum (Level 03), (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 with 3-5 years' experience or Grade 12 with 1-2 years' security experience. (original certified report / transcript of not more than 6 months). Grade C PSIRA certificate. Twelve (12) months proven experience in a hospital environment will be an added advantage. A valid driver's licence will be an added advantage. Ability to work under pressure, independently and with a team. Willingness to rotate, work shifts (including weekends and public holidays) and extended hours. Knowledge of the Firearm Control Act, Control of Access to public Premises and Vehicles Act, PSIRA Act and Trespass Act. Knowledge in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Should not have a criminal record. Knowledge and application of the Batho-Pele principles.

DUTIES : Guarding and patrolling. Ensure that all visitors and members of staff vehicles are parked at appropriate parking bays. Searching of missing or absconded patients. Fire prevention, reporting of defects safe guarding and se curing of hospital assets, members of staff and public. Check around the buildings at regular intervals for suspicious persons, objects and report incidents to the Chief Security Officer. Access control and searching of both vehicles and pedestrians. Operate and maintain security equipment. Escort patients, visitors

and contractors. Assist with queue management. Assist with the restraining of patients. Clamping of incorrectly parked vehicles. Implementation of security policies and procedures. Perform other duties as allocated by the Chief Security Officer.

**ENQUIRIES
APPLICATIONS**

: Mr. L.L Phahlamohlaka Tel No: (012) 318 6459
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 07 July 2023

POST 21/531

: **LAUNDRY WORKER REF NO: KPTH/06/04 (X2 POSTS)**
Directorate: Logistic Management

**SALARY
CENTRE
REQUIREMENTS**

: R125 373 per annum (Level 02), (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Minimum qualifications: Grade 10 / ABET level 4 certificate and above. The ability to count (Basic arithmetic). Minimum of twelve (12) months and more proven experience in a formal clinical or hospital environment. Adhere to Occupational Health and Safety, Infection prevention and control, sound knowledge of Batho Pele Principles. Sound knowledge of linen /laundry equipment / Machinery and laundry detergents. Willing to work shifts, weekend public holiday and at night. Be able to work in a team and under pressure. Skills: Communication skills, interpersonal relation skills, time management and strong customer services.

DUTIES

: Collection of soiled linen from the wards and out-patient 's department daily. Deliver clean linen to respective wards daily. Sorting, counting, washing, drying, folding and packing of linen on daily basis. Sluice soiled linen daily, packing, unpacking and counting of soiled and clean linen daily. Pack linen accordingly in the linen bank. Participate in the bi-annual and annual stock taking. Willingness to work more hours and to go extra mile when need arises. Adhere to guidelines and prescripts that guides laundry services. Take any other lawful instruction from the Supervisor. Cope with physical demands of the work individually or in a team.

**ENQUIRIES
APPLICATIONS**

: Ms T.A Mathonsi Tel No: (012) 318- 6937
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an

appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 07 July 2023
- POST 21/532** : **PERIOD MEDICAL SPECIALIST: ANAESTHESIOLOGY REF NO: REFS/018196 (X2 POSTS)**
Directorate: Clinical Services
- SALARY** : Grade 1: R585.00, (hourly rate)
Grade 2: R667.00, (hourly rate)
Grade 3: R772.00, (hourly rate)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
Grade 12 Certificate. Appropriate qualification in Health Science (MBCbB degree or equivalent). Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Appropriate academic qualification registerable with Health Professions Council of South Africa as a Specialist Anaesthetist. Current practice with the HPCSA as a Medical Specialist (Anaesthesiology). Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist (Anaesthesiologist) with HPCSA. **Grade 1:** None experience after registration with HPCSA as a Medical Specialist (Anaesthesiology). **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Anaesthesiology). **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist (Anaesthesiology) after registration with HPCSA as a Medical Specialist.
- DUTIES** : Participate in the delivery of a 24-hour in-patient Anaesthesia service. Undertake teaching of Registrars, Medical Officer and undergraduate medical interns and students. Provide appropriate surgical care to Anaesthesia patients. Overseeing and supervising Anaesthesia staff in the execution of duties. Accept responsibilities for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
- ENQUIRIES APPLICATIONS** : Prof H Kluyts: Tel No: 012 521 4089
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, initialled, 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. Applicants who previously applied should re-apply.

CLOSING DATE : 07 July 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 14 July 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. 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. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 21/533 : **DIRECTOR: PROJECT SUPPORT OFFICE REF NO: REFS/017690**

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

REQUIREMENTS : Matric plus a Bachelor's Degree (NQF 7) in Social Science/Business Management/ Project and/or Construction Project Management. a minimum of 5 years' experience in middle management level in the built environment planning and project management. competencies and skills: knowledge and understanding of project management principles and concepts; Intergovernmental management relations; strategy planning and management; knowledge and information management. Knowledge of project management in the built environment, construction, planning, management and control; and management of multidisciplinary teams. Good organisation skills, results/quality management, time management skills, good verbal and written communication skills, analytical skills and problem-solving skills.

DUTIES : Provide strategic direction in the coordination and compilation of the departmental business plan, project readiness matrix and project procurement plans. Ensure alignment of the business plan to the National Housing Code, Provincial and national priorities. Develop and maintain best practice methodologies for project portfolio and project management processes (dashboards, templates) for the branch. Coordinate, track, analyse and prepare project performance reports (monthly, quarterly and annually). Manage effective and efficient project governance. Support finance and supply chain to coordinate submissions of project procurement plans. Manage own performance and development of others.

ENQUIRIES : Ms A Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

OTHER POSTS

POST 21/534 : **DEPUTY DIRECTOR: SUBSIDY PROGRAMME MANAGEMENT AND ADMINISTRATION REF NO: REFS/017577**

SALARY : R811 560 per annum, all-inclusive package

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg Region
	:	Matric plus National Diploma/Degree NQF Level 6/7 in Accounting/ Auditing/Financial Management and Business Management plus a minimum of 5 years' experience at Assistant Director level in financial administration field. Knowledge of Human Settlements Legislation, Knowledge of Division of Revenue Act, Knowledge of the Public Finance Management Act, Housing, Subsidy System (HSS)/Knowledge of the BAS and SAP, National Housing Code, Budgeting skills, Financial Management Skill, Financial Reporting Skills, Analytical Skills. Possession of a valid drivers' license. Competencies: Strategic Capacity and Leadership People Management. Empowerment Programme. Project Management. Financial Management Change Management. Results/ Quality Management.
<u>DUTIES</u>	:	Manage and control the "One- Point- of Entry" in terms of receipts of claims on the receipt system and ensure that all claims received are valid and accurate in respect of the various Human Settlement grants. Manage and ensure that all grant claims are processed in line with ECE and relevant SCOA items, allocations are aligned to the budget. Monitor and ensure that loading of the budget on the commitment register. Validate the correctness and accuracy of claims committed against allocated budget. Submit the claims for authorisation and payment in line approved financial delegation. Manage and ensure that all grant claims are processed in line with ECE and relevant SCOA items, allocations are aligned to the budget. Monitor the reconciliation processes and verify the update between the commitment register and the Electronic Bank Transfer reports. Manage and coordinate the preparation of key standard financial and non-financial reports as required by the PFMA, TR, DORA and any legislative requirement to promote accountability and credibility, accuracy and completeness of reporting information. Compile the monthly expenditure report. Advise the Regional Heads and Programme Managers on the expenditure and budget. Manage and Coordinate project information inputs and/or proposals for the gazetting process of tranche payments. Liaise with and receive the project and/or programme proposals from Regional/Programme Managers on tranche of funds to be transferred. Ensure analysis and verify if the proposals received are in line with allocated grants and that funds are to be utilised for the priorities as set out in the Medium-Term Strategic Framework (MTSF) for Human Settlements. Manage the development of the submission for gazetting process. Manage and Coordinate signing of Funding Agreements and determine projections of periodical payments to enable funds to be transferred to Municipalities and Entities. Management of the Sub-business unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms O. Seletela at 079 804 3939
	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 21/535</u>	:	<u>DEPUTY DIRECTOR: BRANCH COORDINATOR REF NO: REFS/017580</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum, all-inclusive package
	:	Johannesburg Region
	:	Matric plus Degree /National Diploma in Public Administration/Management. A minimum of 5 years' experience at Assistant Director in Administration. Competencies and skills: Knowledge of Human Settlements Legislation. Knowledge of Division of Revenue Act. Knowledge of the Public Finance Management Act. Housing Subsidy System (HSS)/Knowledge of the BAS and SAP. National Housing Code. Budgeting skills. Financial Management Skills. Financial Reporting Skills. Analytical Skills. Writing skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Coordinate, consolidate and report on the planning for the branch. Coordinate and consolidate inputs for strategic plans and submit the strategic plan. Consolidate and consolidate inputs for annual plans and submit the annual plans. Analyse annual plan inputs and align against the strategic plans. Monitor progress and report (targets and variance) on performance against annual plans. Management of queries and correspondence within the office. Manage the collation of related information and submit accurate and relevant information. Deal with and coordinate queries/ questions referred to the office for comments. Ensure, oversee, and advise on the proper flow of information and documents to and from the office. Oversee the safekeeping of all documents. Establish, implement, and maintain effective processes/ procedures for information and documents flow to and from the Office. Provide support to the office regarding meetings and engagements. Scrutinize

documents to determine actions/information/ documents required for meetings. Collect and compile information regarding issues that need to be discussed at meetings. Ensure development of agenda for meetings chaired by the DDG/Head of Provincial Operations and ensure circulation of accompanying documents. Record minutes/ decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documentation to adequately prepare DDG/Head of Provincial Operations. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure. Advise and alert the DDG/Head of Provincial Operations regarding possible over- and under spending. Identify the need to move funds between items compile submissions for this purpose. Prepare and submit monthly, quarterly, and annual reconciliations of all transfers to Municipalities and Entities ensure validity, accuracy and completeness of transfers. Management of human resource. Implement policies and guidelines on HR management in the Department. Do PMDS for officials. Manage training and development of officials. Manage conflict resolution.

ENQUIRIES : Ms A Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/536 : **DEPUTY DIRECTOR: CUSTOMER RELATIONS REF NO: REFS/017576**

SALARY : R811 560 per annum, all-inclusive package
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus a National Diploma/Degree in Public Administration and management or equivalent qualification at NQF Level 7. The applicant should have at least minimum of 5 years' relevant experience as an Assistant Director in the housing delivery environment and customer relations management. The applicant should have in-depth knowledge of National Housing Code, Knowledge of Housing Subsidy System, knowledge of Project Management, Knowledge of National Housing Needs Register and Customer Relations. The following skills will serve as recommendations: Customer Management, Results/quality management, Problem solving, Negotiation, Decision Making, Communication, Presentation initiative and Conflict Management.

DUTIES : Manage the development, implementation and review of customer care support policies and procedures. Develop of customer registration and complaints policies, processes and procedures. Manage and monitor effective and efficient registration of housing needs applicants on the National Housing Needs Register. Manage and monitor the implementation of customer registration effectively and efficiently on the National Housing Needs Register. Advise beneficiaries on different programmes offered by the Department as outlined on the National Housing Code. Ensure and monitor the effective handling of queries, complaints and investigations. Manage and monitor the investigation process in accordance with the service standard processes and procedures. Ensure that all complaints are supported and accurately captured in the complaints management system. Establish queries and complaints management systems are in place for all complaints and "once- off" enquiries received. Ensure development and implementation of service standards to manage allocation and resolving of queries turnaround time. Manage the drafting of reports, submissions and letters related to the progress and findings of complaints. Monitor and manage the performance report of the call system and advise accordingly on areas requiring improvements. Management of the Sub-Directorate. Submission of monthly performance information on time. Delegation of certain functions to staff members on the quarterly basis. Supervise and coordinate training and development of staff.

ENQUIRIES : Ms O. Seletela at 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/537 : **CONSTRUCTION PROJECT MANAGER - GRADE A – C REF NO: REFS/017538**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)
CENTRE : Westrand Region - Merafong
REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence.

Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Westrand Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms A Mogaswa at 072 313 8052

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/538 : **CONSTRUCTION PROJECT MANAGER - GRADE A - C REF NO: REFS/017546 (X2 POSTS)**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Ekurhuleni Region - Cluster 2

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms M Tshabalala at 063 691 4046

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/539 : **CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017548**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Ekurhuleni Region – Cluster 3

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction

Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms M Tshabalala at 063 691 4046

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/540 : **CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017556**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Sedibeng Region – Cluster 1 (Midvaal)

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms O Seletela at Tel No: 079 804 3939

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/541 : **CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017557**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Sedibeng Region – Cluster 2 (Emfuleni)

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building

		Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.
<u>DUTIES</u>	:	Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.
<u>ENQUIRIES</u>	:	Ms O Seletela at 079 804 3939
<u>APPLICATIONS</u>	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 21/542</u>	:	<u>CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017560</u>
<u>SALARY</u>	:	R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)
<u>CENTRE</u>	:	Johannesburg Region – Cluster 1
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.
<u>DUTIES</u>	:	Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.
<u>ENQUIRIES</u>	:	Ms M Tshabalala at 063 691 4046
<u>APPLICATIONS</u>	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 21/543</u>	:	<u>CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017562</u>
<u>SALARY</u>	:	R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)
<u>CENTRE</u>	:	Tshwane Region – Cluster 3
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical

procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms Z File at 082 680 9744
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/544 : **ASSISTANT DIRECTOR: STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: REFS/017563**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus NQF level 6 National Diploma and/or NQF Level 7/BTech degree or bachelor's Public Management, Communications and Training or Public Relations discipline plus a minimum of 3-5 years' experience as a Senior/Customer Liaison Officer in Customer Education. Possession of a valid drivers' licence. Competencies: Customer care; Presentation skills; Organising and planning; Computer Literacy; Business Writing. Scheduling Skills; Events Management Skills; Team leadership; Problem solving and Coordination skill; Knowledge and administrative procedures; Time Management Skills and Communication skills.

DUTIES : Planning and co-ordination of Beneficiary Education Workshops. Oversee planning and co-ordination of Beneficiary Educational Workshops and Environmental scan to establish community's problems and concerns. Host meetings with relevant regional officials and councillors to outline the roles and responsibilities of involved stakeholders, e.g. CBO's, NGOs; Councillors. Conduct Customer Education Workshop to relevant stakeholders. Educate beneficiaries on departmental programmes, policies and projects. Strengthen and improve the relationship between internal and external stakeholders. Educate stakeholders about the departmental programmes and policies before customers. Develop, implement and manage the utilisation of the Mobile Unit. Represent the Department in community mobilisation for awareness campaigns. Coordinate the promotion of interaction between the department and the communities of Gauteng. Resolve queries and complaints from communities and refer to internal and external stakeholder. Identify factors causing deficient condition in our delivery of services and recommend remedial action. Management of Staff.

ENQUIRIES : Ms M Tshabalala at 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/545 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/017564**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus a National Diploma/Degree in Engineering / Architecture / Town and Regional Planner /Construction Project Management/Project Management Public Administration/ Business Management. A minimum of 3 - 5 years' experience at Senior/Administrative in Infrastructure/Programme Project management field. Possession of a valid drivers' licence. Competencies and skills: Knowledge and understanding of the following Acts: Construction Industry Development Board Act of 2000 and Regulations; Council for Built

Environment Act of 2000, PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars; Promotion of Access to Information Act of 2000; Promotion of Administrative Justice Act of 2000; National Building Standards Act of 1977 and Regulations. Project and Construction Management Act of 2000. Financial management; Compilation of management reports; Change management; Service delivery innovation. Planning and organising. Conflict management. Problem solving analysis. Decision making. Analytical skills. Good verbal and written communication skills.

DUTIES : Coordinate the development of Human Settlements Development Grant (HSDG) Business Plan. Provide inputs on the development HSDG roadmap and guidelines. Analyse the Project Readiness Matrix and Budget Allocation letter. Coordinate the development of Implementation for Human Settlements Development Grant Business Plan. Develop the project implementation procedures and processes. Facilitate the development of the project management system. Conduct benchmark and keep abreast of the best practices on the housing project implementation. Coordinate and facilitate workshops and training on implementation of the Housing project and programmes. Monitor the implementation of Human Settlements Development Grant Business Plan. Monitor project management integrated system. Develop the implementation plan of the approved HSDG Business Plan. Monitor and analyse projects performance. Analyse financial and non-financial reports. Identify bottlenecks on implementation and recommend on recovery plan. Supervision of the staff. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports.

ENQUIRIES : Ms A Mogaswa at Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/546 : **ASSISTANT DIRECTOR: SUBSIDY PROGRAMME MANAGEMENT AND ADMINISTRATION REF NO: REFS/017568**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree NQF Level 6/7 in Accounting/Auditing/Financial Management and Business Management plus minimum 3-5 years' experience at senior/administrative in financial administration field. Knowledge of Human Settlements Legislation, Division of Revenue Act, Public Finance Management Act, Housing Subsidy System (HSS) Claim Management System (CMS) and Housing Code. Possession of a valid drivers' license. Competencies: Strategic Capacity and Leadership People Management. Empowerment Programme. Project Management. Financial Management Change Management. Results/ Quality Management.

DUTIES : Provide inputs on the development of the Claim management procedures and processes. Monitor the implementation of the Claim Management procedures. Ensure the updating and maintenance of the claim management system. Investigate and follow up on all delayed claims. Ensure the verification processes of all submitted claims. Coordinate and conduct quality assurance of all attachments and documentation of submitted claims and ensure accuracy and validation in terms of the signed contracts. Monitor the processing and authorisation of claims for payment. Conduct investigation and resolve long outstanding in process and authorised claims on HSS. Conduct analysis and monitor the adjustment processes of claims in accordance with the prescribed regulations and procedures. Ensure adjustment notes are attached to the claims. Conduct analysis and monitor the rejection processes of claims that are not in compliance with legal, regulatory and internal standards and ensure that rejection notes are attached to the claim. Ensure compilation of report on the adjusted and rejected claims. Coordinate the preparation of the change management (OSCAR) requests and submit to the HSS section. Ensure the accurate implementation of the OSCARS requests. Ensure processing of the claims. Supervision of the staff.

ENQUIRIES : Ms O Seletela at Tel No: 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/547 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: REFS/017570**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg
: Matric plus NQF level 6 (National Diploma) in Labour relations. PERSAL Certificate. 3 – 5 years proven experience in the field of labour Relations. A valid driver's licence. Knowledge of Labour relations, human resource Management, Public Services legislative Framework and applicable Collective Agreements. Competencies-Conflict resolution, problem solving, facilitation skills, interpersonal relations, verbal and written communication skills, interpretation of legislation, computer literacy, project management, presentation, conflict management, collective bargaining and case management.

DUTIES : Co-ordination and facilitation of grievance resolutions and disciplinary processes within policy requirements and ensure capturing on PERSAL system. Conduct analysis on the nature of grievances and misconducts and or implement preventative measures. Assist in management of relationship with recognized trade unions and ensure cordial and constructive interaction. Provision of advice to management and employees or trade unions representatives on labour relations matters, policies and procedures. Monitor the implementation of collective agreements and resolutions. Facilitate labour relations management meetings. Participate and/or represent the Department in conciliation, mediation and arbitration processes. Provision of monthly Labour relations reports to the relevant units and/or institutions. Facilitation of training of employees and line managers related to labour relations matters.

ENQUIRIES APPLICATIONS : Ms M Tshabalala at Tel No: 063 691 4046
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/548 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: REFS/017572**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg
: Matric plus Diploma / Advanced Certificate or National Diploma or Degree (added advantage) in Supply Chain / Logistics / Purchasing or LLB Degree or equivalent in a related field. Minimum of 3 years' experience in Public Sector Contract Management. People management and leadership skills. Attention to detail. Communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Knowledge, understanding and application of relevant applicable acts, Treasury Regulations and Instruction Notes in relation to SCM. Computer Literacy. Possession of a valid driver's License.

DUTIES : Demonstrate experience in a contract management or equivalent role in a procurement environment. Good working knowledge of contract management processes and techniques. High level of interpersonal skills, including the ability to liaise effectively with a range of stakeholders providing expert contract management advice to enable achievement of desired outcomes. Ensure compliant contract administrative activities daily. Monitor contract performance and compliance with the contract stipulations, contract management plan, risk management plan and organisational policies and procedures. Effectively manage contract enquiries, issues, disputes, variations and risks. Ensure customer satisfaction is a high priority and stakeholders receive responsive and proactive services. Provide advice and support to stakeholders. Research and analyse contract related information including supplier contract reporting and provide reports regarding contract activity and performance. Draft and maintain a Comprehensive Contract Register as prescribed. Develop and monitor the implementation of contract management policy. Provide leadership, advise, and support to staff within the team. Manage audit processes and implement effective internal controls. Ensure the implementation of automated systems for contract management.

ENQUIRIES APPLICATIONS : Ms O Seletela at Tel No: 079 804 3939
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/549 : **ASSISTANT DIRECTOR: CUSTOMER RELATIONS REF NO: REFS/017573**

SALARY CENTRE : R424 104 per annum, plus benefits
: Johannesburg

- REQUIREMENTS** : Matric plus a National Diploma/Degree in Public Administration and Management or equivalent qualification at NQF Level 7. A minimum of 3-5 years' experience in the housing delivery environment and customer relations management. The applicant should have intensive knowledge of the National housing code; Knowledge HSS Portal; Knowledge of Housing subsidy system; Knowledge of the National Database; Knowledge of SAP CRM; Knowledge of National Housing subsidy Data base; Customer relation; Performance management; Knowledge of project management and Information Management. The candidate should portray the following competencies: Negotiation skills; Communication/Interpersonal skills; Conflict resolution; Relationship/Stakeholder Management; Time Management skills; Project management skills. Customer Management and Results/quality management.
- DUTIES** : Coordinate the effective handling of complaints and investigations. Conduct effective handling of complaints, from inception through to finalisation in accordance with the Department complaints handling procedures. Providing advice to relevant stakeholders with regard to the interpretation of Housing codes and/or other policies. Conduct investigations in accordance with the Service standard processes and procedures. (This will include providing guidance, advice and support with regards to investigation matters). Monitor and ensure that all complaints are accurately captured in the complaints management system. Ensure that proper records and systems are in place for all complaints and enquiries. Analyse and verify data and information on complaints and enquires. Compile statistical report on queries and complaints. Provide support services with regards to housing complaints. Consult with complainants, respondents, government departments and other stakeholders. Draft reports, submissions and letters related to the progress and findings of the investigations. Establish and maintain key stakeholder relationship. Work with other Directorates in the Department in order to enhance collaboration in promoting the work of the Department. Represent the Complaints management Unit in public Liaison meetings. Submission of monthly performance information on time. Delegation of certain functions to staff members on the quarterly basis. Supervise and coordinate training and development of staff.
- ENQUIRIES** : Ms M Tshabalala at Tel No: 063 691 4046
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 21/550** : **ASSISTANT DIRECTOR: CUSTOMER REGISTRATION REF NO: REFS/017575**
- SALARY** : R424 104 per annum, plus benefits
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a National Diploma or Degree in Public Administration/Management and/or Equivalent qualification at NQF level 7. A minimum of 3 - 5 years' relevant experience in Housing Delivery Environment/Beneficiary/Customer relations Management, A South African Valid Driver's License. The candidate should have in-depth knowledge of the National housing code; Knowledge HSS Portal; Knowledge of Housing subsidy system. Knowledge of National Housing Needs Register; Knowledge of the National Database; Knowledge of SAP CRM; Knowledge of National Housing subsidy Data base Knowledge of Labour Relations Act and Knowledge of project management. The candidate should portray the following competencies: Negotiation skills; Communication/Interpersonal skills; Conflict resolution; Relationship/Stakeholder Management; Time Management skills; Project management skills. Customer Management and Results/quality management.
- DUTIES** : Manage and monitor the implementation of customer registration effectively and efficiently on the National Housing Needs Register. To ensure and monitor that potential beneficiaries are registered and updated on NHNR. To liaise with National Human Settlement, Internal IT for training, installation and implementation of the NHNR in the Region and Municipalities. Provide support to beneficiary administration process. Ensures partnerships with internal and external stakeholder in handling housing related matters. Manage the date of registration change request process. Ensure that change requests are recorded and submitted to National Department of Human Settlements. Advise beneficiaries on different programmes offered by the Department as outlined on the National Housing Code. Give advice on policy directives to housing programmes. Educate walk-in beneficiaries about the programmes that are offered by the Department. Management of the sub-business unit.

Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions.

ENQUIRIES : Ms M Tshabalala at Tel No: 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 072 668 0029/076 521 4118.

CLOSING DATE : 14 July 2023

NOTE : In line with the Department's employments Equity Plan, People with disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 21/551 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: REFS/017328**
Directorate: Property Development

SALARY : R811 560 per annum (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE : Head Office (Johannesburg)
REQUIREMENTS : NQF Level 6 or 7 or equivalent qualification in Real Estate/Property Management/Facilities Management or Built Environment as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must at junior managerial level. Must have a valid driver's license. Competencies: Knowledge and understanding of real estate environment. Knowledge and understanding of construction contracts used by government. Knowledge of departmental strategy. Knowledge of departmental procurement policy and procedures. Knowledge of building, electrical and mechanical environment. Management of properties, development, leasing and property research. Skills-Administrative and coordination skills. Client Orientation. Interpersonal. Communication. Analytical. Computer Literacy. Problem solving and analysis. Report writing. Team leadership. Decision making. Innovation. Planning and organising. Attributes: Strong ethics. Quality oriented. Transformation.

DUTIES : Manage the provision of the real estate management services that include precinct / property development, inspections and develop alternative use initiatives of GPG owned properties. Manage the implementation of the GPG owned property portfolio and strategic framework. Manage administration of guarantees in accordance with the contract. Manage administration of contract

files during the project's life cycle. Ensure that all relevant documents are submitted and filed for safe keeping when the contract file is closed. Ensure all submitted documents are in line with the contract. Manage signing of contracts upon award of properties. Manage audit project progress to determine any diversions from the original contract period and take corrective action to ensure necessary approvals are granted. Manage administration of public-private partnership contracts. Ensure compliance from both employer and service provider. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Description. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

- ENQUIRIES** : Ms. Ntombekaya Xiva at Tel No: 076 521 4118/072 668 0029
- POST 21/552** : **DEPUTY DIRECTOR: INSPECTIONS REF NO: REFS/017225**
Chief Directorate: Maintenance
- SALARY** : R811 560 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE REQUIREMENTS** :
Tulisa Park District Maintenance Hub
NQF Level 6 or 7 in Built Environment or related qualification as recognised by SAQA. A minimum of 5 years' relevant experience, of which 3 years should be at junior managerial level. Registration with professional body will be an added advantage. A valid driver's license. Competencies: Knowledge - Excellent spoken and written communication skills. Technical knowledge relevant to the industry. Knowledge of relevant legislation and quality control standards. Knowledge of relevant legislation and quality control standards. Skills – Interpersonal. Relationship and Conflict management. Communication. Networking. Negotiation. Computer literacy. Presentation. Analytical. Report writing. Facilitation Attributes – Team player. People centred. Professionalism. Collective responsibility. Transformation. Quality-driven. Attention to detail. Honesty & integrity. Strong ethics
- DUTIES** : Prepare annual operational plan. Prepare annual procurement plan. Manage the updating of the maintenance management system in terms of approved plans. Manage the customisation of specifications. Prepare project implementation plan and operational report. Manage the procurement process of all goods and services, technical spares, and supplies, including specification and participation in evaluation and bid adjudication. Control and monitor funds. Ensure compliance with PFMA and Treasury regulations. Manage procurement through prescribed system. Manage the provision of resources. Manage the provisioning of technical inputs for all client facilities to draw up specifications and monitor compliance by service providers regarding health and safety matters. Manage implement regular compliance inspections and audits to all client facilities. Approve recommendations on mitigation measures to prevent recurrence of accidents. Keep updated with new technologies and procedures. Monitor that, awards and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Assess and recommend the scope change, schedule, and cost in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations. Assess and recommend termination. Obtain the inputs of the Director Contract management specialist and the Legal Services on all aspects of contract management. Report all non- performance issues to Director. Ensure the implementation of the project plan from the client. Meets with all clients and suppliers. Agree on service delivery standards and turnaround times. Keep

Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Sign performance agreements for the Maintenance Hubs based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plans. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

- ENQUIRIES** : Mr. Moses Radithalo at Tel No: 072 668 00029/076 521 4118
- POST 21/553** : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017249 (X4 POSTS)**
Chief Directorate: Health Infrastructure, Maintenance and Technical Support
- SALARY** : R795 147 - R1 197 978 per annum, (all-inclusive package remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
: National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills- Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centered. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.
- DUTIES** : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029

POST 21/554 : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017252**

Directorate: Infrastructure Delivery Eastern/ Central Cluster

SALARY : R795 147 - R1 197 978 per annum, (all-inclusive package remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills-Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.

DUTIES : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms. Refiloe Malete at Tel No: 076 521 4118/072 668 0029

POST 21/555 : **ARCHITECT PRODUCTION GRADE A-C REF NO: REFS/017250**
Chief Directorate: Health Infrastructure and Technical Portfolio Services

SALARY : R687 879 - R1 035 084 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Johannesburg (Head Office)
: A Degree in Architecture or equivalent qualification. A minimum of 3 years' post qualification in Architectural experience. Compulsory Registration as Professional Architect with the SACAP. Must have a valid driver's license. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. Spatial Planning

and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. SKILLS- Programme and project management, Architect legal and operational compliance, Architect operational communication. Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Research and development, Computer-aided engineering applications

DUTIES : Coordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs Review plans, drawings, specifications and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development Keep up with new technologies and procedures. Research on architecture to improve expertise Liaise with relevant bodies/councils on architectural-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery.

ENQUIRIES : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029

POST 21/556 : **QUANTITY SURVEYOUR PRODUCTION GRADE A-C REF NO: REFS/017255 (X4 POSTS)**
Chief Directorate: Health Infrastructure, Maintenance and Technical Support

SALARY : R687 879 - R1 035 084 per annum, (all-inclusive package), The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.

DUTIES : Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilisation. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related

matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

- ENQUIRIES** : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029
- POST 21/557** : **QUANTITY SURVEYOUR PRODUCTION GRADE A- REF NO: REFS/017256**
Chief Directorate: Other Provincial Departments Infrastructure, Maintenance and Technical Portfolio Services
- SALARY** : R687 879 - R1 035 084 per annum, (all-inclusive package), The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
- DUTIES** : Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilisation. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.
- ENQUIRIES** : Mr. Tshepo Marokane at Tel No: 076 521 4118/072 668 0029
- POST 21/558** : **CHIEF ARTISAN GRADE A: MECHANICAL REF NO: REFS/017475**
Sub- Directorate: Boilers
- SALARY** : R434 787 per annum, (plus benefits)
- CENTRE** : Tshwane
- REQUIREMENTS** : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal

Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Mr. Freddie Stone at Tel No: 076 521 4118/072 668 0029

POST 21/559 : **ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO: REFS/017443**
Directorate: Logistical Office Support Services

SALARY : R424 104 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : An NQF Level 6 / 7 in Facilities Management/Public Administration as recognised by SAQA. A minimum of 3-5 years' experience in logistical office support services of which 2 years should be at supervisory level. A valid driver's license. Competencies: Knowledge GPG and DID policies and procedures. Legislation and Public Service Regulations. Contract Management. Knowledge of SLAs. Skills- Good Communication and Report writing. Analytical and Research. Attributes: Job knowledge. Innovative. Team player Adaptable.

DUTIES : Render assistance in the development of a master plan to manage the logistics of all GDID buildings. Assist in the development of full review report for gap analysis and intervention strategies. Facilitate the setting of minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Supervise administration and coordination of proper Records. Supervise registry according to the National Archives Act. Assist in the development of a transport services blueprint. Supervise parking allocations and set requirements for occupancy ratios. Supervise the daily rendering of Messenger and Courier services. Supervise rendering of departmental Diaries services. Supervise mass reproduction functions. Supervise the co-ordination of Tele-directory communications. Supervise front line Reception desk services to depart internal and external clients Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop a succession plan. Develop and update the service delivery and work plans. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. .Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms. Tebogo Mashifane at Tel No: 072 668 0029/076 521 4118

POST 21/560 : **ARCHITECTURAL TECHNOLOGIST GRADE A-C REF NO: REFS/017251 (X2 POSTS)**
Chief Directorate: Other Provincial Departments Infrastructure Delivery

SALARY : R410 388 – R622 134 per annum, (plus benefits). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office
: B Tech in Architecture or relevant qualification. A minimum of 3 years architectural technologist experience post qualification. A valid driver's license. Compulsory registered as a Professional Architectural Technologist with SACAP. Competencies: Knowledge: PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills- Project management. Architectural planning. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative. Responsive. Decision making. Team leadership.

DUTIES : Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design. Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimise technical solutions by applying architectural principles. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Keep up with new technologies and procedures. Research on architecture to improve expertise. Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Mr. Tshepo Marokane at Tel No: 076 521 4118/072 668 0029

POST 21/561 : **SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: REFS/17441**
Directorate: Internal Control

SALARY : R359 517 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : An NQF Level 6/7 in Auditing/Accounting/Financial Management as recognised by SAQA. A minimum of 2 -3 years' experience in internal control. A valid driver's license. Competencies: Knowledge: Public Finance Management Act National and Provincial Treasury regulations. Internal control tools and techniques. Public service anti-corruption strategy and anti-corruption and fraud prevention measures. Principles and practice of financial accounting. Skills- Good Communication and Report writing. Computer Literacy. Analytical and presentation. Attributes: Must be Credible, Professional, Confidential and quality-driven.

DUTIES : Coordinate the documentation of business processes to facilitate the compilation of Annual Financial Statements. Coordinate the reviewing of Interim Financial statements and Annual financial statements. Evaluate the impact of prior and current year misstatements before and during external audit review by AGSA. Coordinate the reviewing of departmental policies and procedures to ensure alignment with emerging changes in accounting standards, practice notes, circulars and regulations. Coordinate the reviewing and maintenance of the Directorate Risk Register. Establish and maintain departmental Loss Control and Claims register. Coordinate investigation and compiling of management report of incidents of loss and theft as requested by Risk Management and Finance. Obtain details and statements in connection with reported loss cases and capturing such in the loss register. Make appropriate recommendations to mitigate the reoccurrence of deficiencies

within existing internal controls. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop a succession plan. Develop and update the service delivery and work plans. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUERIES

: Mr. Mzikayise Sithebe at Tel No: 072 668 0029/076 521 4118

POST 21/562

: **SENIOR STATE ACCOUNTANT: PAYMENTS REF NO: REFS/017454**
Chief Directorate: Financial Management

SALARY
CENTRE
REQUIREMENTS

: R359 517 per annum, plus benefits
: Head Office (Johannesburg)
: An NQF Level 6 or 7 or equivalent qualification in Financial Management/Accounting or related qualification as recognised by SAQA. A minimum 2-3 years' experience in payments. A valid driver's license. Competencies: Knowledge: PFMA/ Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2016. Knowledge of the Departmental strategy. Knowledge of procurement policy and procedures. Knowledge of BAS and PERSAL. Skills- Good Communication and Report writing. Computer Literacy. Analytical and presentation. Attributes: Must be Credible, Professional, Confidential and quality-driven.

DUTIES

: Supervise and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Supervise the receipt and collection of monies to ensure that it is in accordance with appropriate tariffs and properly recorded. Supervise that the banking of monies are done in accordance with prescribed processes. Ensure that bank reconciliations are performed and are correct. Supervise the correct validity and allocation of payments received via electronic transfers. Supervise the safeguarding of source documents and face value norms. Supervise the identification and accurate recording of debts owed to the department. Liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Supervise the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officer's approval for debt payback conditions and time span on the cases handled. Supervise the accurate allocation of monies received. Undertake the development of corrective measures when required. Compile disclosure notes on financial statements. Supervise and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Check and verify the necessary financial supporting documents required for the strategic and annual performance planning process. Check and verify relevant financial information required in the evaluation and development of business and project plans. Consolidate supporting information for various financial planning processes. Supervise the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Verify information for payroll certification. Supervise verifications of source documents. Supervise quality assurance and verification of transactions on BAS. Supervise creditor reconciliation (ensure that service providers are timeously and correctly paid). Ensure that relevant institutions are eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Verify the payment of transfers and subsidies processed on the accounting system.

ENQUIRIES

: Mr. Vhangani Masia at Tel No: 072 668 0029/076 521 4118

POST 21/563

: **CHIEF WORKS INSPECTOR: MECHANICAL (HVAC/BOILER) REF NO: REFS/017436 (X2 POSTS)**
Chief Directorate: Maintenance

SALARY

: R359 517 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Maintenance Hub
	:	National Diploma (T/N/S streams) or equivalent/ N3 & Trade test in Mechanical/ Registration as Engineering Technician. A minimum of 3 years' appropriate experience. Must have a valid driver's license. Competencies: Knowledge of Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Project Management, Planning and Organising, People Management, Conflict Resolution, Computer literacy. Communication Analytical. Presentation. Report writing. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.
<u>DUTIES</u>	:	Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Inspect maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain and electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Identify skills development needs and provide training opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by inspectors and report all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
<u>ENQUIRIES</u>	:	Mr. Vincent Chakane at Tel No: 072 143 9518
<u>POST 21/564</u>	:	<u>CHIEF WORKS INSPECTOR: BUILDING REF NO: REFS/017474</u> Directorate: Tulusa Park District Maintenance Hub
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum, (plus benefits)
	:	Johannesburg (Head Office)
	:	National Diploma (T/N/S streams) or equivalent/ N3 & Trade test in Building/ Registration as Engineering Technician. A minimum of 3-5 years' appropriate experience. Must have a valid driver's license. Competencies: Knowledge of Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Project Management, Planning and Organising, People Management, Conflict Resolution, Computer literacy. Communication Analytical. Presentation. Report writing. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.
<u>DUTIES</u>	:	Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Inspect maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain and electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation

and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Identify skills development needs and provide training opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by inspectors and report all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Mr. Moses Radithalo at Tel No: 072 668 0029/076 521 4118

POST 21/565 : **CHIEF WORKS INSPECTOR: BUILDING REF NO: REFS/017465**
Directorate: Infrastructure Delivery Eastern/ Central Cluster

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent/ N3 & Trade test in Building/ Registration as Engineering Technician. A minimum of 3-5 years' appropriate experience. Must have a valid driver's license. Competencies: Knowledge of Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Project Management, Planning and Organising, People Management, Conflict Resolution, Computer literacy. Communication Analytical. Presentation. Report writing. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.

DUTIES : Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Inspect maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain and electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Identify skills development needs and provide training opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by inspectors and report all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Ms. Nombuso Nzuza at Tel No: 072 668 0029/076 521 411

POST 21/566 : **ENGINEERING TECHNICIAN GRADE A-C: MECHANICAL REF NO: REFS/017257**
Chief Directorate: Professional Services

SALARY : R353 013 – R531 117 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma or relevant qualification in Mechanical Engineering. A minimum of 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029

POST 21/567 : **ENGINEERING TECHNICIAN GRADE A-C: CIVIL/STRUCTURAL REF NO: REFS/017258**
Chief Directorate: Professional Services

SALARY : R353 013 – R531 117 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma or relevant qualification in Mechanical Engineering. A minimum of 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Health Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets.

		Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029
<u>POST 21/568</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: REFS/017455</u> Chief Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum, plus benefits Head Office (Johannesburg) An NQF Level 6 or 7 or equivalent qualification in Financial Management/Accounting or related qualification as recognised by SAQA. A minimum `1-2 years` experience in management accounting. A valid driver's license. Competencies: Knowledge: PFMA/ Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2016. Knowledge of the Departmental strategy. Knowledge of procurement policy and procedures. Knowledge of BAS and PERSAL. Skills- Good Communication and Report writing. Computer Literacy. Analytical and presentation. Attributes: Must be Credible, Professional, Confidential and quality-driven.
<u>DUTIES</u>	:	Advise on budget-related matters. Ensure budget data integrity on BAS. Ensure that MTEF planning is in place. Compile reports for auditors. Control debts accounts and procedures. Follow up on the recoverability of debts accounts. Follow up on the writing off of debt accounts. Enquire on the balances of dormant debtors. Request reports on BAS system. Enquire on payment status on BAS system. Utilise BAS reports for any financial reporting. Distribute payment stubs on a daily basis. Draw reports of thefts and losses and Disallowance damages and losses on a monthly basis for monitoring purposes. Assist with compilation of statistics regarding losses. Render general conditions of services support, perform and administrative tasks
<u>ENQUIRIES</u>	:	Mr. Vhangani Masia at Tel No: 072 668 0029/076 521 4118
<u>POST 21/569</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE DDG- HEALTH INFRASTRUCTURE MAINTENANCE AND TECHNICAL PORTFOLIO SUPPORT REF NO: REFS/017457</u> Branch: Health Infrastructure Maintenance and Technical Portfolio Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum, plus benefits Head Office (Johannesburg) A Secretarial Diploma at NQF Level 5 or equivalent qualification as recognised by SAQA. An NQF level 6 or 7 will be an added advantage. A minimum of 3-5 years relevant experience in rendering a support service to Senior Management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures. Basic knowledge on financial administration. Skills - Communication, Planning and organizing, Computer Literacy. Attributes- Quality-oriented, Team worker, Responsible and Reliable.
<u>DUTIES</u>	:	Perform advanced typing work. Operate and ensure that office equipment, e.g. photocopiers are in good working order. Record the engagements of the senior manager. Utilize 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 sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary and refreshments. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize

documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes /decisions and communicate to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the manager and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the manager of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.

ENQUIRIES : Mr. Realeboga Mahapa at Tel No: 072 668 0029/076 521 4118

POST 21/570 : **PERSONAL ASSISTANT (OFFICE OF THE CHIEF DIRECTOR- HEALTH INFRASTRUCTURE MAINTENANCE AND TECHNICAL PORTFOLIO SERVICES) REF NO: REFS/017458**

Chief Directorate: Health Infrastructure Maintenance and Technical Portfolio Support

SALARY CENTRE REQUIREMENTS : R294 321 per annum, plus benefits
: Head Office (Johannesburg)
: A Secretarial Diploma at NQF Level 5 or equivalent qualification as recognised by SAQA. An NQF level 6 or 7 will be an added advantage. A minimum of 3-5 years relevant experience in rendering a support service to Senior Management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures. Basic knowledge on financial administration. Skills - Communication, Planning and organizing, Computer Literacy. Attributes- Quality-oriented, Team worker, Responsible and Reliable.

DUTIES : Perform advanced typing work. Operate and ensure that office equipment, e.g. photocopiers are in good working order. Record the engagements of the senior manager. Utilize 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 sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary and refreshments. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes /decisions and communicate to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the manager and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the manager of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective

		support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Mr. Realeboga Mahapa at Tel No: 072 668 0029/076 521 4118
<u>POST 21/571</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CHIEF FINANCIAL OFFICER)</u> <u>REF NO: REFS/017445</u>
<u>SALARY</u>	:	R294 321 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Secretarial Diploma at NQF Level 5 or equivalent qualification as recognised by SAQA. An NQF level 6 or 7 will be an added advantage. A minimum of 3-5 years relevant experience in rendering a support service to Senior Management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures. Basic knowledge on financial administration. Skills - Communication, Planning and organizing, Computer Literacy. Attributes- Quality-oriented, Team worker, Responsible and Reliable.
<u>DUTIES</u>	:	Perform advanced typing work. Operate and ensure that office equipment, e.g. photocopiers are in good working order. Record the engagements of the senior manager. Utilize 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 sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary and refreshments. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes /decisions and communicate to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the manager and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the manager of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Ms. Norah Lion at 0Tel No: 72 668 0029/076 521 4118
<u>POST 21/572</u>	:	<u>CONSTRUCTION HEALTH AND SAFETY OFFICER REF NO: REFS/017463</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R294 321 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	A National Diploma / Degree NQF Level 6 or NQF Level 7 qualification in Safety Management or relevant qualification. A minimum of 1 year experience in construction health and safety environment. Must have a valid driver's license. Competencies: Public Service Act and Regulations and relevant legislation. Occupational Health and Safety (OHS) Act, regulations and environmental legislation. Understanding of health and safety management systems. Understanding of hazard identification and risk management on projects.

		Skills- Computer literacy, problem solving and analysis, planning and organizing, report writing.
<u>DUTIES</u>	:	Prepare health and safety specifications for construction sites. Complete site establishment health and safety check lists. Assist with preparation of a construction health and safety plan. Facilitate health and safety regular site, technical and progress meetings. Compile project specific emergency response and preparedness plans. Represent the District at departmental OHS Committee meetings. Assist in appointment of safety representatives for District. Ensure that sufficient demarcations and warning signs are provided where appropriate. Develop technical reports and presentations in relation to health and safety issues. Conduct emergency preparation site drills. Conduct health and safety evaluations of contractors. Ensure that work activities on site are subjected to hazard identification and risk assessment processes. Inspect and maintain records of health and safety reports. Evaluate levels of compliance of both contractors and subcontracts to the project specific health and safety plans and client specifications through inspections and audits. Conduct health and safety induction at district offices. Identify training for staff and contractors on OHS. Facilitate health and safety awareness sessions for staff and contractors at districts.
<u>ENQUIRIES</u>	:	Mr. Gavin Motswadi at Tel No: 072 668 0029/076 521 4118
<u>POST 21/573</u>	:	<u>WORKS INSPECTOR: MECHANICAL REF NO: REFS/017437</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R241 485 per annum, plus benefits
<u>CENTRE</u>	:	Tshwane District Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure.
<u>DUTIES</u>	:	Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
<u>ENQUIRIES</u>	:	Mr. Vincent Chakane at Tel No: 072 143 9518
<u>POST 21/574</u>	:	<u>WORKS INSPECTOR: ELECTRICAL REF NO: REFS/017440 (X2 POSTS)</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R241 485 per annum, (plus benefits)
<u>CENTRE</u>	:	Tshwane District Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Electrical environment/ Registration as Engineering Technician. No experience required. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation

and Public Service Regulations. Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure.

DUTIES : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.

ENQUIRIES : Mr. Vincent Chakane at Tel No: 072 143 9518

POST 21/575 : **WORKS INSPECTOR: ELECTRICAL REF NO: REFS/017467**
Chief Directorate: Maintenance

SALARY CENTRE REQUIREMENTS : R241 485 per annum (plus benefits)
: Chris Hani Baragwanth Facility Maintenance Hub
: National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Electrical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.

DUTIES : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations.e Liaise with relevant stakeholders in respect of technical aspects.

ENQUIRIES : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118

POST 21/576 : **WORKS INSPECTOR: BUILDING REF NO: REFS/017470**
Chief Directorate: Maintenance

SALARY CENTRE REQUIREMENTS : R241 485 per annum (plus benefits)
: Chris Hani Baragwanth Facility Maintenance Hub
: National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Building environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer

- literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118
- POST 21/577** : **WORKS INSPECTOR: MECHANICAL REF NO: REFS/017473**
Chief Directorate: Maintenance
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Charlotte Maxeke Facility Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118
- POST 21/578** : **WORKS INSPECTOR: MECHANICAL REF NO: REFS/017462**
Chief Directorate: Maintenance
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Steve Biko Facility Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent / N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing.

- Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Gavin Motswadi at Tel No: 072 668 0029/076 521 4118
- POST 21/579** : **WORKS INSPECTOR: ELECTRICAL REF NO: REFS/017472**
Directorate: Infrastructure Delivery Northern Cluster
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Electrical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Janil Bowan at Tel No: 072 668 0029/076 521 4118
- POST 21/580** : **WORKS INSPECTOR: MECHANICAL REF NO: REFS/017477**
Directorate: Infrastructure Delivery Southern Cluster
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing.

- Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Tshepo Marokane at Tel No: 072 668 0029/076 521 4118
- POST 21/581** : **WORKS INSPECTOR: BUILDING REF NO: REFS/017461**
Directorate: Infrastructure Delivery Eastern/Central Cluster
- SALARY** : R241 485 per annum (plus benefits)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Building environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Nombuso Nzuza at Tel No: 072 668 0029/076 521 4118
- POST 21/582** : **ARTISAN PRODUCTION GRADE A-C: FITTER REF NO: REFS/017478**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Charlotte Maxeke Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity.

- Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Mr. Peter Mokhabela at Tel No: 072 668 0029/076 521 4118
- POST 21/583** : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/017459**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Facility Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118
- POST 21/584** : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/017464**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Kalafong Facility Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the

- operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Mr. Vincent Chakane Tel: 072 668 0029/076 521 4118
- POST 21/585** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL (FITTER) REF NO: REFS/017471**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Mamelodi Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Vincent Chakane at 072 668 0029/076 521 4118
- POST 21/586** : **ADMINISTRATIVE CLERK: ASSET MANAGEMENT SYSTEMS AND PLANS REF NO: REFS/017273**
Directorate: Asset Management Systems and Plans
- SALARY** : R202 233 per annum, plus benefits
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : Grade 12 Certificate or equivalent. No experience required. Administration exposure in asset management will be an added advantage. Competencies: Knowledge Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the working procedures in terms of the working environment. Skills- Computer. Planning and Organisation. Language. Good verbal and written communication. Attributes: Job knowledge. Teamwork. Interpersonal relations. Flexibility.
- DUTIES** : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation.
- ENQUIRIES** : Ms. Constance Mantsho at Tel No: 072 668 0029/076 521 4118

POST 21/587 : **ADMINISTRATIVE CLERK: PROPERTY MANAGEMENT REF NO: REFS/017322**
Directorate: Property Management Area 2

SALARY : R202 233 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Grade 12 Certificate or equivalent. No experience required. Administration exposure in property management will be an added advantage. Competencies: Knowledge Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the working procedures in terms of the working environment. Skills- Computer. Planning and Organisation. Language. Good verbal and written communication. Attributes: Job knowledge. Teamwork. Interpersonal relations. Flexibility.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation.

ENQUIRIES : Ms. Agnes Mabela Tatl at 072 668 0029/076 521 4118

POST 21/588 : **ADMINISTRATIVE CLERK: LAND MANAGEMENT REF NO: REFS/017272**
Directorate: Land Management

SALARY : R202 233 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Grade 12 Certificate or equivalent. No experience required. Administration exposure in land management will be an added advantage. Competencies: Knowledge Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the working procedures in terms of the working environment. Skills- Computer. Planning and Organisation. Language. Good verbal and written communication. Attributes: Job knowledge. Teamwork. Interpersonal relations. Flexibility.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation.

ENQUERIES : Ms. Rarane Marima at 072 668 0029/076 521 4118

POST 21/589 : **BOILER OPERATOR REF NO: REFS/017468 (X2 POSTS)**
Chief Directorate: Maintenance

SALARY : R171 537 per annum, (plus benefits)
CENTRE : Tshwane

- REQUIREMENTS** : Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-3 years' appropriate hands-on experience gained in boiler operating. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills- planning, organizing, verbal and written communication skills. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills- Interpersonal relations. Ability to utilise Public Works maintenance tools. Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
- DUTIES** : Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the steam pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, grit arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
- ENQUIRIES** : Mr. Feddy Stone at 072 668 0029/076 521 4118
- POST 21/590** : **HANDYMAN REF NO: REFS/017460**
Chief Directorate: Maintenance
- SALARY CENTRE REQUIREMENTS** : R147 036 per annum, plus benefits
Steve Biko Facility Maintenance Hub
- REQUIREMENTS** : Abet Level 4 / Grade 9. A minimum of 0-6 months experience in general maintenance. Competencies: Knowledge- Knowledge of Occupational Health and Safety Act of 1993 and Regulations, GPG and Department of DID policies and procedures. Skills- Communication Skills. Writing Skills. Attributes- Customer focused. Proactive and resourceful.
- DUTIES** : Perform duties in accordance with instructions and the OHS Act. Make all tools & materials available before commencing with work. Clean areas on completion of work. Assist Artisan with the determination of material requirements. Make all tools & materials available before commencing with work. Clean areas after work have been completed. Make inputs to the updating of job cards and following up on outstanding work. Make inputs to reporting on schedules. Attend workshops, courses and in-house training.
- ENQUIRIES** : Mr. Gavin Motswadi at 072 668 0029/076 521 4118

OFFICE OF THE PREMIER

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

- APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, (www.gautengonline.gov.za)
- CLOSING DATE** : 14 July 2023
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All

shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Prior to appointment, a candidate would be required to complete the Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

<u>POST 21/591</u>	:	<u>DIRECTOR: NEWS PUBLICATION REF NO: 017509</u> Branch: Provincial Communication Services
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Media Studies, Communication Science or related field. 5-10 years relevant functional experience in the middle management position with proven managerial skills. 7 or more years of experience in news environment. Excellent writing, editing, proofreading skills and attention to detail skills. Ability to work under pressure, meet deadlines and make decisions quickly with attention to detail. Ability to work independently and as part of a team. Ability to understand and influence target audiences. A creative thinker with outstanding problem-solving skills. Excellent administrative, financial and people management skills. Key Competencies: An energetic, motivated and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural planning. An individual with strong leadership and communications skills; effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. An innovative and resourceful results – orientated person, with extensive negotiations, managerial and motivational skills, with proven ability to liaise with ease at various levels and to work proactively and under pressure. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. A perceptive and supportive communicator who leads by example and encourages cohesion and commitment through the identification and development of potential. An Individual with experience in branding and marketing. Knowledge of relevant public sector legislation/policies/prescripts and Procedures. Advanced levels of Computer Literacy and working with various software packages.
<u>DUTIES</u>	:	To promote the dissemination of accurate information on the implementation of the government programme through production and distribution of quality government news products directly to the public and through the mass media. Develop a Gauteng Provincial Government Television Station and distribution strategy. Develop an editorial style guide and ensure its usage within government. Promote synergy among all news broadcasting agencies of the Gauteng Provincial Government. Manage government digital media platforms. Content development for Gauteng government digital platforms. Develop, and implement social media strategies and drive engagement and growth. Promote the Gauteng government digital media platforms in an innovative way that will ensure user engagement across all platforms. Guide and mentor GPG digital media units. Manage the production of the Gauteng newsletter for Gauteng government digital platforms and external media. Ensure Gauteng newsletter reaches the majority of Gauteng residents particularly in Townships, Informal Settlements and Hostels who do not have easy access to the mass media. Co-ordinate and strengthen strategic partnerships with key stakeholders. Building the organisational brand of Gauteng and reputation and crisis management. Conduct annual viewers research to get feedback on the relevance of the news published. Establish and maintain good and reliable contact with departments

and other government institutions. To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate and of the resources employed by it. Management of the Human and Finance Resources of the Directorate.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6820

POST 21/592 : **DIRECTOR: SECURITY MANAGEMENT SERVICES (ANTI-CORRUPTION) REF NO: 017485**
Directorate: Security Management Services

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate undergraduate qualification (NQF level 7) in Public Management, Public Administration or Security Management. 5-10 years relevant functional experience in the middle management position with proven managerial skills. 5 or more years of experience in an anti-corruption security services environment. Valid driver's license. Key Competencies: An energetic, motivated, and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural planning. An individual with strong leadership, policy development, stakeholder management, advocacy, financial, people and communications skills; effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. An innovative and resourceful results – orientated person, with extensive negotiations, managerial and motivational skills, with proven ability to liaise with ease at various levels and to work proactively and under pressure. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. A perceptive and supportive communicator who leads by example and encourages cohesion and commitment through the identification and development of potential. An Individual with extensive experience and commitment in eradicating fraud and corruption through in the Gauteng Provincial Government.

DUTIES : Manage the provision of the anti-corruption services within the Gauteng province. Develop and monitor the implementation of the Provincial security services anti-corruption strategy. Collaborate with the representatives from other government intelligence organisations to share information or coordinate intelligence activities. Study activities relating to fraud and anti-corruption, money laundering, gangs, auto theft rings or other provincial threats. Establish corruption profiles. Evaluate records of communications such as telephone calls to plot activity and determine the size and location of criminal groups and members. Develop prevention mechanisms or tactics, using intelligence and other information. Monitor the provision and application of physical security measures for the protection of persons, property and information within the Gauteng Provincial Government. Ensure the implementation of Minimum Information Security Standard (MISS) across the province. Manage the provision of vetting administration for the entire Province. Manage the development and implementation of policies including lifestyle audit policy and framework. Manage the resources of the Directorate. Promote Integrity in accordance with Gauteng provincial government integrity policy and framework and Code of conduct.

ENQUIRIES : Mr Tshepo Rasego Tel No: (011) 355 6450

OTHER POSTS

POST 21/593 : **STATE LAW ADVISOR (CO-ORDINATED LEGISLATIVE DRAFTING) REF NO: 017095**
Directorate: State Law Advice

SALARY : R844 572 – R1 387 725 (LP7-LP8) per annum, all-inclusive salary package, in accordance with OSD determination depending on previous work experience and proven competence.

CENTRE REQUIREMENTS : Johannesburg
: LLB (or equivalent) degree with admission as Advocate or Attorney. LP7: A minimum of 5 years' appropriate practical post qualification legal experience. LP8: A minimum of 9 years' appropriate practical qualification legal experience.

- Knowledge of Public Finance Management Act, Experience in Constitutional Law and Administrative Law and A valid driver's licence. Skills Required: Legal research and legislative drafting. Problem solving and decision making. Analytical thinking. Communication (written and oral). Presentation. Computer literacy. Policy analysis. Project management. Ability to work under pressure and independently.
- DUTIES** : Provide legislative drafting and related services to provincial Departments. Provide high quality, impartial and authoritative advice on legal issues that arise in the drafting of legislation. Attend Portfolio Committees of the Provincial Legislature to provide on-the-spot drafting services and advice during the passage of legislation as required. Conduct legal research, draft memoranda, reports and government notices. Provide both formal and informal legal advice and legal opinions to Members of the Executive Council and Heads of Department on procedural and substantive legal issues. Monitor the policy and regulatory environment to proactively identify emerging trends impacting upon and to advise the Gauteng Provincial Government on appropriate measures. Perform other duties allocated by the supervisor.
- ENQUIRIES** : Adv. Monwabisi Nguqu Tel No: (011) 355-6312 (post content only) and Ms Zandile Ntshalintshali Tel No: (011) 355-6427 (other enquiries).
- POST 21/594** : **CONTROL GISc TECHNOLOGIST (GRADE A-B) REF NO: 017099**
Directorate: Geographic Information Systems
- SALARY CENTRE REQUIREMENTS** : R843 486 – R1 197 978 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate NQF level 7 qualification in Geographic Information Systems or related qualification. 6-year post qualification GISc Technologist experience. Certified GIS Enterprise professional. Compulsory registration with SAGC or PLATO as a GIS technologist, GIS Professional or Certification as a GIS Enterprise professional. Valid Driver's license. A Certification in IT and server administration will be an added advantage. Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) Must have knowledge of technical and strategic report writing and understanding of legal compliance. Experience in Geo-Database design and Enterprise GIS Administration. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Experience in administration, licensing and application development on ArcGIS online and ArGIS Portal. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment in which public service delivery occurs.
- DUTIES** : Develop and manage spatial information applications within the organizational process. Provide access to Spatial Information and Geographic Information Services to all clients in the (Gauteng Sector Departments and local Government). Develop training manual end users on skills regarding to GISc at all times. Ensure interoperability between systems to maximize efficiency. Publish data, into a web based GISc system to provide Geographical Information through the internet. Ensure easy access to spatial information at all times. Document GISc processes undertaken during optimisation and integration. Undertake spatial modelling. Coordinate and manage the design, development and creation of geospatial databases. Research investigate and advice on new GIS technologies. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards. Undertake system audit. Undertake requirements analysis. Undertake cost-benefit analysis. Develop process model and workflows diagram. Ensure implementation of GIS Standards. Draft Terms of Reference for GIS projects. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform Quality Assurance of all the data and information products for the Gauteng Geoportal. Assist with the procurement process for the GIS Directorate. Assist GIS Server administration and publishing webservices in the GIS portal.
- ENQUIRIES** : Mr Tshupo Rasego Tel No: (011) 355 6450
- POST 21/595** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES AND OCCUPATIONAL HEALTH AND SAFETY REF NO: 017552**
Directorate: Security Management Services

SALARY : R811 560 – R952 485 per annum, (all- inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate NQF Level 7 qualification in Occupational Health and Safety or equivalent. 3-4 years' experience in a Junior Management position in the field of the post. Proven experience as an Occupational Health and Safety Officer. Excellent communication skills with the ability to present and explain health and safety topics. Familiarity with conducting data analysis and reporting statistics. Good managerial, conceptual, analytical, decision making, planning and organizing competencies. Excellent interpersonal, writing and administrative skills.

DUTIES : Support the development of Occupational Health and Safety (OHS) policies and programs in the Office of the Premier and the Gauteng Provincial Government. Advise and instruct on various safety-related topics (noise levels, use of machinery etc.). Conduct risk assessment and enforce preventative measures. Review existing policies and measures and update according to legislation. Initiate and organize OHS training of all employees. Inspect premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment). Oversee installations, maintenance, disposal of substances etc. Stop any unsafe acts or processes that seem dangerous or unhealthy. Record and investigate incidents to determine causes and handle worker's compensation claims. Prepare reports on occurrences and provide statistical information to the relevant stakeholders. Facilitate and implement input from all stakeholders such as organized labour, EHWP and benchmark with National Departments and other Provinces regarding SHERQ. Generate reports and manage appropriate intervention strategies. Facilitate and assist with Departmental Legal Compliance on SHERQ management. Oversee environmental management. Manage budget and staff.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 21/596 : **ADMINISTRATION CLERK: VALUE BASED MANAGEMENT AND BATHO PELE COMPLIANCE REF NO: 017481**
 Directorate: Value Based Management & Batho Pele Compliance

SALARY : R202 233 - R235 611 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 with the knowledge of public service and Office Administration. Understanding of the Service Delivery and Anti-Corruption Legislation and policy prescripts such as Public Service Regulations and the Batho Pele White Paper. The incumbent should understand the application of Batho Pele Principles, and the ethics management/ Values-based Management as set out in Chapter 2 of the Public Service Regulations. The incumbent should possess skills such as Administrative, Communication, Planning & Organising, Computer Literacy, Procurement Management, Office Management, Database management and Research skills. Presentation/Facilitation skills.

DUTIES : To provide administrative support to the directorate: Organise and facilitate logistical arrangement for meetings and training sessions. Prepare procurement documents for the directorate. Manage and track directorate submissions, Coordinate and provide support to provincial departments in the implementation of Batho Pele programmes and compliance requirements. Coordinate and support the implementation of transversal ethics programmes of the directorate, which is found in Chapter 2 of the Public Service Regulations. Recording keeping and database management.

ENQUIRIES : Mr Tshepo Rasego Tel No: (011) 355 6450

POST 21/597 : **ADMINISTRATION CLERK: PROCUREMENT AND CONTRACTS (TRANSPORT) REF NO: 017594**
 Directorate: Supply Chain Management

SALARY : R202 233 -R235 611 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 certificate. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge, Communication, Interpersonal relations Language, Flexibility, Good verbal, and written communication skills and teamwork.

<u>DUTIES</u>	:	Administration and control of GG fleet. Issuing of vehicles after reviewing trip authorities in line with Transport Management policy. Conduct pre and post inspection on vehicles with GG car drivers and alert Assistant Director immediately of defaulting drivers or suspicious activity for investigation and escalation. Ensure compliant roadworthy vehicle allocations to GG drivers. Update GG register on Transport Shared drive showing vehicle status of fleet on a daily basis. Capturing of Log returns. Arrange for repairs and vehicle servicing. Ensure GG car driver completes opening and closing kilometers on Trip authorization form and kilometers travelled before GG bag handed in. Cross-check calculation against logbook before filing. Reconcile kilometers travelled on Trip authorization with logbook immediately on return and alert Supervisor immediately of defaulting drivers or suspicious activity for investigation and escalation. Receive and verify incident / accident reports in line with Transport management policy. Submit vehicle incidents / accidents to G-fleet within prescribed timelines for assessment. Ensure accident reports filed. Maintaining accurate Accident and Incident register with details and losses number issued by G-fleet. Address Traffic fines if any by directing to GG drivers via Supervisor. Alert Supervisor of upcoming license disc expiry for to address with G-fleet for new discs to be provided. Monitor vehicle maintenance schedule and book vehicles in for maintenance on time. Inform drivers to take vehicles in for service by providing them with all details such as authorization number, nominated merchant, etc. Where vehicles taken in for repairs, track progress with merchant to ensure vehicle is returned as soon as possible to fleet. Ensure accurate transport record management system is maintained.
<u>ENQUIRIES</u>	:	Ms Phindi Maserumule Tel No: (011) 355-6110
<u>POST 21/598</u>	:	<u>ADMINISTRATION CLERK: FORENSIC SERVICE REF NO: 017550</u> Directorate: Forensic Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg Grade 12 certificate. Knowledge of clerical duties. Practices in office administration. Ability to professionally review and edit forensic Audit reports. Understanding of the legislative framework governing the Public Services. Ability to operate within a broad spectrum of responsibilities, management teams and clients. Excellent report writing skills, organizational skills, ability to multi-task, excellent communication skills, ability to work under pressure, professional etiquette to represent the Forensic Audit unit.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide administrative and overall secretarial/receptionist support to the Forensic Audit Unit's three clusters. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms Khanyisile Mafiri Tel No: (011) 355-6060
<u>POST 21/599</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: 017549</u> Directorate: Internal Human Resources
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg Grade 12. Understanding of Public Service Act, Basic Conditions of Employment Act, Public Service Regulation, HR Directives, Resolutions and

		strategies. Ability to interpret relevant legislations. Computer literacy, Good interpersonal, planning, organizing and facilitation skills. Understanding of costs implication of using resources (Financial Management).
<u>DUTIES</u>	:	Monitor the Database Performance Management Development System implementation within department. Provide guidance and liaise with PMDS Coordinators on Performance Management Development System within the department. Assist with the scheduling of training on the Performance Management Development System to staff. Assist in giving guidance to management and staff on Performance Management Development System and employee development. Monitor and maintain PMDS electronic system. Writes memorandums, reports and communication on training and development matters. Acts as a liaison between the e-Government and Office of the Premier with regard to training and development. Maintains accurate records of training activities. Assist with the development quarterly and annual training reports. Submit procurement request, follow up on requests made and ensure the payment of invoices timeously. Filling of records.
<u>ENQUIRIES</u>	:	Ms Khanyisile Mafiri Tel No: (011) 355-6060
<u>POST 21/600</u>	:	<u>ACCOUNTING CLERK: MANAGEMENT ACCOUNTING REF NO: 017588</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg
	:	Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, Treasury Regulations, DORA,). Knowledge of basic financial operating systems (PERSAL, BAS, SAP etc).
<u>DUTIES</u>	:	Render Management Accounting transactions: Receive and record requests for budget confirmations, check the correspondences in relation to shifting funds for correctness, verification and approval (internal control), filing of all documents. Assist in the Implementation and Compilation of Main and Adjustments Budget, capture budgets, file all documents. Perform Bookkeeping support services, and management of reporting.
<u>ENQUIRIES</u>	:	Ms Phindi Maserumule Tel No: (011) 355-6110
<u>POST 21/601</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 017527 (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg
	:	Grade 12 certificate with finance subjects. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), filing of all documents, collection of cash. Perform Salary Administration support services: Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc), file all documents. Perform Bookkeeping support services: Capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals. Check travel claims for correctness. Petty cash administration.
<u>ENQUIRIES</u>	:	Mr Banele Magubane Tel No: (011) 355-6145
<u>POST 21/602</u>	:	<u>ADMINISTRATION CLERK: (CONDITIONS OF SERVICE) REF NO: 017521 (X2 POSTS)</u> Directorate: Internal Human Resources
<u>SALARY CENTRE</u>	:	R202 233 - R235 611 per annum (plus benefits) Johannesburg

- REQUIREMENTS** : Grade 12 certificate or equivalent. Knowledge of Human Resources Administration practices as well as the ability to capture data and operate computer. Understanding of the legislative framework governing the Public Service. Good verbal and writing communication skills.
- DUTIES** : Assist with human resource administration practices: development of packs for Recruitment and Selection, Advertisements, Appointments, Transfers, secondments. Assist with the administration of the conditions of service, (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances and PILIR). Performance Management. Coordinate the human resource administration enquiries and direct them to the relevant stream. Assist with the procurement process for the sub directorate Human Resource Administration. Record keeping. Manage the HR Database and record all the incoming correspondence. Assist the sub directorate with the budget management.
- ENQUIRIES** : Ms Phelisa Khuzwayo Tel No: (011) 355-6730
- POST 21/603** : **FOOD SERVICE AID REF NO: 017531**
Directorate: Office Support and Auxiliary Services
- SALARY** : R171 537 - R199 461 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 9/ ABET Level 4 or equivalent. Ability to read and write. The candidate must have good writing and verbal communication and interpersonal Skills.
- DUTIES** : Prepare and distribute refreshments for meetings. Assist with logistics arrangements. Assist with relief duties on reception/ switchboard. Distribution of internal mail. Provide administration support e.g. Photocopy and faxing documents.
- ENQUIRIES** : Mr Banele Magubane Tel No: (011) 355-6145
- POST 21/604** : **CHAIRPERSON: COMBINED ASSURANCE COMMITTEE REF NO: 017175**
Two (2) years. The Chairperson may not serve more than two terms. This is not a full-time position. The Combined Assurance Committee has four (4) statutory meetings per annum. Special meetings may be convened as and when necessary.
- SALARY** : Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate NQF level 7 degree as a minimum qualification in Governance and Management, Risk Management/ Auditing/Financial Management/ Accounting /Business Administration. A Postgraduate qualification in a relevant field will be a strong advantage. A Certification in Risk Management Assurance (CRMA), Certified Risk Management Professional or Certified Risk Management Practitioner, Master's Degree in Governance and Management, Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years management experience gained in a Governance, Internal Control, Strategic Management, Financial, Accounting or Auditing environment. Previous experience in serving as Member and/or Chairperson of an Audit and/or Risk Management Committee or any other governance committee. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.
- DUTIES** : The primary role of the Combined Assurance Committee is to institutionalise the Combined Assurance Model to avoid duplication of effort, ensure collaboration between different assurance providers, ensure credibility of reports. The Chairperson will assist the department in institutionalising the Combined Assurance Model within the department.
- ENQUIRIES** : Ms Gugulethu Tshabalala Tel No: (011) 355 6178

DEPARTMENT OF SOCIAL DEVELOPMENT

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

please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Applicants must take note that due to COVID19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations.

APPLICATIONS : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>

CLOSING DATE : 14 July 2023

NOTE : Applicants with disabilities are encouraged to apply. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. 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 (where applicable). 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 GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

MANAGEMENT ECHELON

POST 21/605 : **DIRECTOR: POPULATION AND DEVELOPMENT REF NO: REFS/017871**

SALARY : R1 162 200 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A degree/ (NQF Level 7) in Population Studies/Demography. A minimum of 5 years' relevant experience at middle/senior management level. Pre SMS certificate. Excellent knowledge of the Public Service Act (PSA), socio – economic and human development sector, population and development policy, current global, regional and local population, demographic, and development trends. Knowledge of research, advocacy, capacity building, monitoring and evaluation. Excellent communication (verbal and written), interpersonal relations, accuracy, ability to work under pressure, ability to work in a team and independently, diplomacy and self-starter, analytical and problem solving, sound project and financial management, strategic capability and leadership, excellent planning and organising, good negotiation and conflict management, excellent managerial and change management and computer literacy skills.

DUTIES : Develop and facilitate the implementation of population and development research programmes. Manage and facilitate population related research and analysis consultation with stakeholders. Manage and facilitate capacity building for integration of population factors into developmental policies, plans and programmes. Monitor and evaluate population policy implementation across all government entities at provincial and local government level. Develop and implement the advocacy and Information, Education and Communication (IEC) strategy. Manage and facilitate the promotion of awareness and understanding the South African population policy. Manage and facilitate the implantation of SA population policy through advocacy and IEC. Oversee the preparation and submission of programme performance reports for the Directorate. Manage staff performance, leave, training and development, preparation and submission of all reports, resources and financial resources of the Directorate.

ENQUIRIES : Mr Oupa Mkhabela Tel No: (011) 355 7937

POST 21/606 : **DIRECTOR EXECUTIVE SUPPORT HEAD OFFICE REF NO: REFS/017859**

SALARY : R1 162 200 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : Applicants must have an appropriate and equivalent Post Graduate Qualification NQF level 7 which may include Social Science and / or Administration. A Social Work Degree would be an added advantage with registration with South African Council Social Service Profession. The

applicant must have at least five (5) years' experience and exposure at a senior strategic and operational management level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. It is essential that the successful applicant is ICT literate - MS Word, Excel and PowerPoint. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies of the government and oversight Institutions. Working knowledge of the functioning of Local/ Provincial/ National Government. In possession of the Senior Management level Pre-Entry Certificate. A valid driver's licence.

DUTIES : The successful candidate will: Lead and manage the administrative responsibilities and accountability for efficient and effective strategic and operational functioning of the Department; Manage the functional administrative support of the Office of the HOD. Manage the provision of executive, secretariate and logistical support for the Office of the HOD. Manage and oversee the administrative and operational interface between the Department and all external stakeholders including Office of the Premier, Oversight Institutions and other Government Departments (Provincial and National). Manage and support in the coordination, implementation, and achievement of the objectives of the Departmental intergovernmental framework; Manage the development and implementation of the strategic, operational, financial and human resources of the Office of the HOD. Provide and effectively manage the linkages and liaison of the Office of the HOD with Executive Management and the Office of the Executive Authority. Provide quality assurance and oversight on documentation including correspondence, submission and memorandums. Provide support in ensuring effective operational and governance compliance of the Department.

ENQUIRIES : Mr O Mkhabela Tel No: (011) 355 7937

OTHER POSTS

POST 21/607 : **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/017999**

SALARY : R1 081 428 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Degree in Engineering with 6 years appropriate experience after qualification has been obtained. Registration with the South African Council for Engineering Council as a Professional Chief Engineer: Civil/Structural. Valid driver's licence. Computer literacy.

DUTIES : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessment and credibility of technical information. Manage adherence to environmental and occupational health and safety aspects. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset Management Plan. Make inputs to the Constriction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Manage people.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355 7703

POST 21/608 : **SOCIAL WORK POLICY MANAGER: SPECIAL NEEDS AND SERVICES TO FAMILIES REF NO: REFS/018057**

SALARY : R878 778 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Bachelor's Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate SACSSP council. A valid driver's license. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation and Policies relevant to Families. Skills and Competencies: Planning and organizing, Networking, Communication, Co-ordination, Analytical thinking, Monitoring and evaluation, Problem solving, Report writing,

		financial management, Computer Illiterate, Project Management and ability to compile complex reports. 174.
<u>DUTIES</u>	:	Facilitate and manage the provision of care and support to family care services, develop provincial policies, practice guidelines and programmes for families. Ensure the effective implementation and monitoring adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Maintain database of institutions providing care and support to families. Facilitate Research and development. Provide supervision to Policy Developers. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms E Motloutsi Tel No:(011) 355 7700
<u>POST 21/609</u>	:	<u>SOCIAL WORK POLICY MANAGER: VICTIM EMPOWEREMENT PROGRAM REF NO: SD/2023/06/12</u>
<u>SALARY</u>	:	R878 778 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A tertiary qualification in Social Work that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in Victim Empowerment services and social work policy development. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal), Ability to compile complex reports and Professional counselling skills. A valid driver's licence.
<u>DUTIES</u>	:	Develop/facilitate the development of policies for rendering a social work service in line with the Victim Empowerment within the Department. Monitor, interpret and review legislations, policies and procedures to determine whether they comply with current Victim Empowerment requirements. Manage a social work policy unit to ensure that the required legislations, policies and procedures are developed through the efficient and effective utilisation of human resources. Ensure that subordinates are trained and developed to be able to deliver work of the required standards that would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice. Develop appropriated skills and keep up to date with new developments in the social work and management fields. Liaise and attend meetings with other departments and non-government institutions to take cognisance of the latest developments in the relevant field and to provide inputs where required. Plan and ensure that social work policy research and development are undertaken.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>POST 21/610</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: REFS/017972</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A three-year tertiary Qualification (NQF level 6/7) in Supply Chain Management with 3-5 years' in middle management level in Supply Chain Management in the Public Services. A valid driver's licence. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge and understanding of PFMA and Department's Constitutional mandate. Skills and Competencies: Must be at strategic thinker, Analytical, honesty and integrity, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Leadership, Communication, Financial Management and procedures, Problem Solving, Project management and Leadership skills.
<u>DUTIES</u>	:	Monitor the implementation of the business plans, organize and control activities pertaining to the component. Manage and advice on the processes for Identified Disposed Assets. Dispose all non-core, surplus, lazy, obsolete and redundant assets using an approved disposal process, policies and procedure manuals. Manage the implementation of policies, guidelines, practices, procedures based on the National Legislation. Manage the reconciliation of BAS capital expenditure report and asset register on LOGIS. Develop operational standards and ensure the attainability and sustainability of the same. Monitor and ensure the updating and proper management of asset register (including facilities). Maintain and manage the consolidated electronic asset management system and recording. Develop partnerships and network

		with relevant stakeholders. Establish and maintain good relations within the Department, NGO's and all stakeholders.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>POST 21/611</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: REFS/017950</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) 3 Year Tertiary Qualification (NQF Level 6/7) in the field of Risk Management. A minimum of 3 - 5 years middle management experience within Risk Management. At least 10 years' experience of working within the risk management field. A valid Code B driver's license. Demonstrate at least 10 years of experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Ability to design and supervise the design of risk responses which will facilitate the risk management functions to be undertaken and then reported on in line with legislative prescripts. Plan and organise risk assessments and independently manage allocated tasks and provide adequate and timeous feedback to supervisor Ability to work independently from Director and demonstrates experience in compilation of risk assessment reports which also include the design of action plans to address findings raised, evaluation and prioritisation of all risks identified and undertake a root cause analysis during assessments and other tasks which allow for problem solving. Detailed understanding and knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP and other in-house applications, how they operate and all security parameters thereto and relevant to the assessment of departmental risks and opportunities. Skills and Competencies: Teamwork, Management skills, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical thinking, advanced project management, report writing, problem solving, planning and organizing, communication, Interrogation, document management and evidence compilation, technical, time management, negotiation and advanced research skills.
<u>DUTIES</u>	:	Manage and facilitate the development of the departmental Risk Management framework including monitoring and reporting processes across the department (Strategic, Operational, Fraud, IT, Compliance, Project and specific project risks – Complete Risk Profile/Universe). Management of the Quarterly Risk Management Committee and Risk Champions Forum as well as reporting to external oversight bodies. Manage and facilitate the development, implementation, monitoring and reporting on the departmental Combine Assurance Framework. Management of the Sub-Directorate including development, implementation, monitoring of the unit's operational plan, budget, training, development of staff, leave and attendance register.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No:(011) 227 0069
<u>POST 21/612</u>	:	<u>DEPUTY DIRECTOR: NPO CAPACITY BUILDING REF NO: REFS/018063</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A three-year tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Management/Organisational Development with 3 - 5 years' middle management experience. A valid driver's licence. Knowledge and understanding of PFMA and legislative frameworks regulating NPO Capacity Building in the public service. Knowledge and understanding departmental NPO capacity building processes and procedures and treasury regulations, policy framework and NPO funding processes and policies. Skills and Competencies: Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management and Coordinating skills.

- DUTIES** : Manage and verify NPOs HR systems, policies, Occupational Health and Safety of NPOs, infrastructure building, resource and registration documents in compliance to NPO standards. Develop a database for trained and non-trained NPOs, develop HR systems and training manuals for NPOs. Manage the implementation of norms and standard programmes and mentoring and training programmes for NPOs. Oversee NPOs progress on implementation programmes. Monitor the non-financial, regional task teams and compile NPOs reports from regional tasks teams. Manage staff development and training and management of staff performance.
- ENQUIRIES** : Mr Z Jaca Tel No: (011) 355 7678
- POST 21/613** : **DEPUTY DIRECTOR: NPO PARTNERSHIP REF NO: REFS/018059**
- SALARY** : R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
A three-year tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Management/Organisational Development with 3 - 5 years' experience in the NPO Funding environment. A valid driver's licence. Knowledge and understanding of PFMA, policy and financial rewards and other policy and legislative frameworks regulating the NPO funding in the public service and funding processes and procedures. Knowledge of SAP & BAS transfer payment system. and legislative frameworks regulating NPO Capacity Building in the public service. Knowledge and understanding departmental NPO capacity building processes and procedures and treasury regulations, policy framework and NPO funding processes and policies. Skills and Competencies: Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management and Coordinating skills.
- DUTIES** : Manage strategic leadership and mentorship to regional office units on NPO matters. Develop and update the provincial financial policy and funding guidelines and governance manuals. Oversee the NPO budget approval for service providers as part of Department Annual Performance Plan. Manage the compilation of provincial proposed budget for Executive Management Authority. Manage the creation of new and existing budget subsidy rates on Supatsela payment system. Monitor and analyse the NPO monthly expenditure reports for subsidy payment. Manage the disapproval and approval on any deviation or recommendation of Regional monitoring and evaluation task team.
- ENQUIRIES** : Mr Z Jaca Tel No: (011) 355 7678
- POST 21/614** : **DEPUTY DIRECTOR: DEMAND PLANNING AND CRM REF NO: REFS/017978**
- SALARY** : R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
3 Year Tertiary Qualification (NQF Level 6/7) in of Supply Chain Management/Logistics/Purchasing or any qualification in the Finance field. A minimum of 3 - 5 years middle management experience in Supply Chain Management. Knowledge and understanding of PFMA, PPPFA and SCM Legislative framework in the Public Service, knowledge of Departmental Policy Framework. Skills and Competencies: Customer relationships managements, demand planning, analytical, report writing, interpersonal, monitoring and evaluation, planning and organising, leadership, people management, communication and coordination skills.
- DUTIES** : Manage the identification of supply chain management needs, costing of identified needs to the budget, manage the conducting of pricing and market research. Manage the monitoring of adherence to procurement plans in the procurement of goods and services. Manage the establishment of relations with relevant stakeholders and service providers. Create and manage a single point of contacts and maintain relationships with relevant stakeholders. Manage staff performance.
- ENQUIRIES** : Ms T Mbhense Tel No: (011) 355 7703

POST 21/615 : **DEPUTY DIRECTOR: INFRASTRUCTURE NPO MONITORING REF NO: REFS/018060**

SALARY : R811 560 per annum, (all-inclusive package)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : 3-year tertiary qualification in Built Environment with 5 years' middle management experience in the Public-Sector portfolio management. A valid South African Driver's License. Honesty, integrity, attention to detail and be technically orientated. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, Occupational Health and Safety Acts and Regulations. Skills: Building, Strategic and Project management skills.

DUTIES : Assessment for accreditation and aligning of national strategy for application in the province. Manage the development and updating of all infrastructure policies, norms and standards in line with nationally prescribed policies. Ensure that all maintenance projects comply with policies, norms and standards as stated in the National Treasury Instruction. Develop maintenance priority lists and costs. Management of procurement costs for all NPO maintenance projects in Gauteng IDMS control framework. Management of contracts in line SANS, OHS Act, Regulations and Construction Regulations. Design and update OHS tools for monitoring of all NPO facilities. Monitoring and reporting of monthly and quarterly reports. Maintain discipline, manage performance and development of employees.

ENQUIRIES : Mr O Mkhabela Tel No: (011) 355 7937

POST 21/616 : **DEPUTY DIRECTOR: POPULATION AND DEVELOPMENT RESEARCH- REF NO: REFS/017726**

SALARY : R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Demography or Population Studies with 3-5 years of experience at a middle managerial level. Valid driver's licence. Knowledge of the Public Service Legislations and experience in the social development sector. Knowledge of population and development policy. Skills and Competencies: Computer skills, Analytical skills, planning and organizing, project and programme management. and communication skills. Good interpersonal relations. Accurate and ability to work under pressure. Ability to work in a team and independently, diplomacy, friendly and trustworthy.

DUTIES : Manage and facilitate population related research and analysis in consultation with stakeholders. Develop and operationalize the population research strategy, guidelines on research procedures. Ensure the identification, prioritization and approval of research themes (annual research plan). Ensure the development of research proposals or terms of reference for each project. Ensure and support the dissemination of research findings in collaboration with advocacy. Develop and manage stakeholder participation on population research needs and activities. Manage and facilitate the analysis and interpretation of data on population dynamics. Identify of themes for data analysis (e.g. profiles); Manage requests for population analysis, interpretation of data and support. Manage the monitoring and evaluation of population policy implementation including Identifying relevant themes for monitoring and evaluation of population policy implementation and interpretation. Manage the Sub Unit to ensure that efficient and effective population research is delivering through the efficient and effective utilisation of human resources, which would include amongst other the following: Plan and allocate work, Quality control of work delivered by employees, maintenance of discipline, performance management and development.

ENQUIRIES : Ms Innocent Netshiungani Tel No: (011) 227 0151

POST 21/617 : **TOWN AND REGIONAL PLANNER: PRODUCTION GRADE A REF NO: REFS/018010**

SALARY : R687 879 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Bachelors' Degree in Urban/Town and Regional Planning or relevant qualifications. 3 years' post qualification professional experience required. A

Valid driver's licence. Compulsory registration with SACPLAN as a Professional Town & Regional Planner. Knowledge: PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars, Government Immovable Asset Management Act of 2007, Framework for Infrastructure Delivery and Procurement Management, Spatial Planning and Land Use Management Act 13 of 2013, Children's Act of 2005 and the Best practice Note of 2010, Spatial planning systems and norms of Government and Relevant Provincial Land Administration Legislation. Skills and Competencies: decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsive, communication, computer literacy, delegation and development of others, planning, organising and execution, conflict management.

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. Town Planning inputs to infrastructure and related plans: Prepare inputs to Project Planning reports from a town planner perspective, for example Business Cases, Infrastructure Assets Management Plans, Strategic Briefs, etc. Undertake extensive analyses to formulate and maintain an infrastructure planning framework for the Department. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for social development infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forum to promote alignment between social planning and broader provincial planning. Interact with the Custodian, GOGTA and related planning forums in the province to promote seamless and integrated spatial planning. Policies, Norms, Standard and Monitoring Reports: Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Research and development: 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.

ENQUIRIES

: Ms E Motloutsi Tel No:(011) 355 7700

POST 21/618

: **ASSISTANT DIRECTOR: COMMUNITY MOBILISATION AND PUBLIC PARTICIPATION REF NO: REFS/017711**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum, (plus benefits)
 : Head Office (Johannesburg)
 : A Three-year Tertiary qualification (NQF Level 6/7) in Stake Holder Relations/ Public Management (Political Science)/ Public Relations/Community Development with a minimum of 3-5 years' experience at supervisory level. A Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge and understanding of Stakeholder Relations Legislative and Policy Frameworks, Procedures, Community Relations, Projects Commitments, Priorities, Systems and Processes applicable in the Public Service. Skills and Competencies: Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.

DUTIES

: Facilitate the Coordination of Back-to-School Programme by issuing of the School Uniform and Dignitary packs to deserving and needy Learners. Facilitate the Coordination of the Pre and Post-Sopa activities and organise the venue, mobilise community participation, organise plenary meetings and distributions of fliers. Facilitate the Coordination of Community Engagements through Prevention and awareness Programmes and Partnership Engagements. Facilitate the Coordination of Department's Month Engagements by utilising the community Radio Stations to deliver messages. Manage the Community Mobilisation and Public Participation Unit, Aspire teamwork in Stakeholder Operations, Presidential/ Premier Hotline enquiries and responses. Approve Payments, claims and Log Sheet of stuff under supervision.

- ENQUIRIES** : Ms E Motloutsi Tel No:(011) 355 7700
- POST 21/619** : **ASSISTANT DIRECTOR: POPULATION AND DEVELOPMENT RESEARCH REF NO: REFS/017874**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, (plus benefits)
: Head Office (Johannesburg)
: A post graduate qualification (NQF Level 6/7) in Demography / Population Studies with 3 years appropriate experience in undertaking research projects. Valid driver's licence. Knowledge of the Public Service Legislations. Knowledge of and experience in the socio economic and human development sector. Knowledge of population and development policy. Knowledge of current global, regional and local population demographics and development trends. Knowledge of research, advocacy, capacity building, monitoring and evaluation. Skills and Competencies: Computer Literacy, Planning and organizing, Communication (written, verbal and liaison), problem solving, interpersonal, project and programme management.
- DUTIES** : Assist to manage and facilitate population related research and analysis in consultation with stakeholders including the development and operationalising of the population research strategy. Assist to manage and facilitate the analysis and interpretation of data on population dynamics and identify of themes for data analysis (e.g. profiles). Assist to manage the monitoring and evaluation of population policy implementation. Identify relevant themes for monitoring and evaluation of population policy. Supervise employees, who would include amongst other the following: Plan and allocate work. Performance management and development. Management of Staff.
- ENQUIRIES** : Ms S Moloi Tel No: (011) 355 7700
- POST 21/620** : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: REFS/018067**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, (plus benefits)
: Head Office (Johannesburg)
: A 3-year tertiary qualification (NQF Level 6/7) in Real Estate or Property Management with a minimum of 3 – 5 years' experience at supervisor level. A valid drivers' license. Knowledge and understanding of legislatives and policy frameworks, procedures, processes: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars, Provincial/Departmental Supply Chain Management Policies, National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations in the Department and Public Service. Skills and competencies: Analytical, project management, report writing, communication, problem solving and analysis, information systems, financial management and procedures, budget processes, policies, procedures, and legislations, planning and coordinating.
- DUTIES** : Develop a plan for the management of municipal and related accounts. Provide training to users of facilities in terms of use of utilities. Develop and update a policy for property administration of provincially owned social development facilities. Develop plans, budgets, and service models for provision of security and cleaning services. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. Manage procurement of services through Departmental SCM. Manage and administer contracts. Assess and submit invoices for payment to the Finance Section.
- ENQUIRIES** : Ms M Skosana Tel No: (011) 227 0069
- POST 21/621** : **ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: REFS/018028**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, (plus benefits)
: Head Office (Johannesburg)
: 3 Year Tertiary Qualification (NQF Level 6/7) in the Finance field. A minimum of 3 - 5 years' experience with Supervisory level within budget control environment in the public sector. Skills and Competencies: report writing, planning and organising, leadership, people management, communication and coordination skills.
- DUTIES** : Facilitate and coordinate the annual budget process in accordance with both National and Provincial framework. Compile and finalise Medium Term

expenditure Framework (MTEF) budget data base and Estimates of Provincial Revenue and Expenditure for the Department. Monitor Departmental budget against objectives and priorities. Management of budget and expenditure monitoring functions. Ensure that the expenditure is within the budget and aligned with the Standard Charts of Accounts (SCoA) codification. Facilitate adjustment of budget process in consultation with programme managers and Provincial Treasury. Ensure that unforeseeable and avoidable expenditure is considered in the Departmental adjustment budget. Manage staff performance, development and training. Manage staff grievance and disciplinary code.

- ENQUIRIES** : Ms Z Jaca Tel No: 011 355 7876
- POST 21/622** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: REFS/0177858**
- SALARY** : R424 104 per annum, (within the OSD framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level6/7) in the field of Organisational Development with 3 – 5 years' experience at supervisory level. A valid drivers' license. Knowledge and understanding of legislative framework governing the Training and Development practices, performance management, financial and supply chain management systems, processes and procedures applicable in the Public Service. Learnership, Internship, Bursary Scheme and Induction systems, procedures and processes applicable in the Department. Skills and Competencies: Development oriented individual, self and performance-driven, honesty and integrity. Facilitation, training and development coordination, consultation, budgeting, leadership, problem solving, people management and empowerment and communication skills.
- DUTIES** : Monitor and coordinate human resource development programmes. Plan, prepare and supervise departmental internship, learnership and rollout of internal and external bursary programmes. Facilitate the populating and quality assurance of a departmental works place skills plan. Monitor departmental skills programmes. Allocate resource for rollout of short training courses, senior management training. Monitor training and development budget and departmental induction programme. Coordinate performance management and development functions. Manage staff.
- ENQUIRIES** : C Maabane Tel No: (011) 227 0060
- POST 21/623** : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT SYSTEMS REFS /017703**
- SALARY** : R424 104 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A three (3) year' Tertiary Qualification (NQF Level 6/7) in Information and Knowledge Management/Information Sciences with minimum 3-5 years at supervisory level. Knowledge and understanding of legislative framework governing the Public Service in ICT related. Knowledge and understanding of spatial Information and knowledge practices will serve as an added advantage. Skills and competencies: Technically orientated, Analytical, Attention to details, Strategic planning, supervision, staff development and training on IKM initiatives, knowledge of information systems, interpersonal and communication skills. A valid driver's licence.
- DUTIES** : Monitor the maintenance of departmental databases. Ensure the collection of data sets from business units and assist in developing data validation rules. Monitor the implementation of Information and Knowledge management functions. Promote the usage of the organization's knowledge assets and create a knowledge sharing environment. Assist in managing a Spatial Information system. Supervise the mapping and geocoding process and assist in creation of maps as per downloaded points. Assist in the development of information and Knowledge Management policies. Coordinate information and Knowledge best practices. Management of Staff.
- ENQUIRIES** : Ms T Mbhense Tel No: (011) 355 7703
- POST 21/624** : **SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION, TREATMENT AND REHABILITATION REF NO: REFS/018208 (X2 POSTS)**
- SALARY** : R401 289 per annum, (within the OSD Framework)

<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Degree in Social Work. A minimum of 8 years' experience as a Social Worker in Social Welfare services after registration with SACSSP. Current registration with SACSSP and the registration certificate. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing substance abuse services. Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Develop provincial policies and guidelines for substance abuse. Administer the implementation of the National Drug Master Plan, policies and legislative mandates in the field of substance abuse. Coordinate and implement substance abuse prevention and awareness programmes. Conduct training and capacity building workshops in the field of substance abuse. Ensure compliance with legislation, policies and procedures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<u>ENQUIRIES</u>	:	Ms Innocent Netshungani Tel No: (011) 227 0151
<u>POST 21/625</u>	:	<u>SOCIAL WORK POLICY DEVELOPER CRIME PREVENTION REF NO: REFS/018205</u>
<u>SALARY</u>	:	R410 289 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development and financial management.
<u>DUTIES</u>	:	Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blueprint: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>POST 21/626</u>	:	<u>SOCIAL WORK POLICY DEVELOPER (CHILD CARE PROTECTION) REF NO: REFS/017761</u>
<u>SALARY</u>	:	R410 289 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development, financial management and ability to compile complex reports.
<u>DUTIES</u>	:	Develop, implement and maintain social work services. Monitor interpret and review legislation, policies and procedures are still relevant and comply with current requirements. Manage a team of staff. Train and capacitate Regions on all related legislation and policies. Participate in the development of policies, norms and standards. Coordinate submission of the provincial NPO's business plans. Coordinate the panelling of provincial programmes from NPO's. Assess service plans and do recommendations on SAP system. Ensure development and review of monitoring tools. Ensure programme monitoring of NPOs throughout the Regions. Facilitate the transformation as per the sector funding policy to service providers. Manage and monitor service delivery through networking and enclose partnership with stakeholders and funded service providers. Facilitate the establishment and the management of provincial forums. Work closely with the Finance, Monitoring & Evaluation and NPO Registration sub-directorates to monitor compliance of NPOs. Give support to the Social Work Managers and Director.
<u>ENQUIRIES</u>	:	Ms S Moloi Tel No: (011) 227 0062

POST 21/627 : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE HOD REF NO: REFS/018070**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Three - year Tertiary qualification. A minimum of 2-3 years' experience, Extensive knowledge and understanding of public service and procedures. Working knowledge of the functioning of Provincial /National Government. Basic knowledge of Microsoft Word, Excel and Power Point. Skills and Competencies: Good verbal and written communication, financial management, coordination, interpersonal relations, report writing, planning and organising and communication skills. A valid drivers' licence.

DUTIES : Manage, track and submit all queries related to external stakeholders. Ensure efficient and effective document management and flow through the office of the HOD in terms of external and internal submissions. Provide direct support and manage procurement matters related to the HOD in terms of the travel, accommodation and other logistics. Provide supervision to employees under your span of control.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355-7700

POST 21/628 : **SENIOR ADMIN OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: REFS/017708 (X2 POSTS)**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A three (3) year' Tertiary Qualification in Information Technology/ Computer Science with 2-3 years' experience in Information and knowledge Management. A valid driver's License. Knowledge and understanding of legislative framework governing the Public Service in ICT related matters. Knowledge and understanding of Information management practices. Knowledge and understanding of Information systems. Skills and Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills. A valid driver's license.

DUTIES : Apply ICT policies, strategies, and standards. Apply Information and Knowledge Management policies, strategies, best practices, and facilitation of awareness sessions for information and knowledge management. Develop the ICT knowledge management concepts team of senior managers. Conduct collection of data sets from business units, cleansing of data sets, data validation rules, Departmental Information repository and the maintenance of the Departmental database. Identify local knowledge needs and prioritise in terms of the value of business. Facilitate change management plans for the system in the Department. Ensure the alignment of the system to changing business requirements. Promote effective use of knowledge sharing tools for all partners and staff. Conduct learning and information sharing through seminars, workshops, and conferences. Facilitate ICT business processes within the Department. Supervision of staff performance, monitor staff training, development and staff leave plan.

ENQUIRIES : Ms M Skosana Tel No: (011) 227 0069

POST 21/629 : **SENIOR ADMINISTRATIVE OFFICER: SERVICES AND STANDARDS REF NO: REFS/017731**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Community studies/Youth Development studies/Public Management/Administration with 2-3 years' experience in a Community/Youth Development environment. A valid driver's licence. Knowledge and understanding of legislative framework, procedures and processes regulating the implementation of Youth Development and Sustainable Livelihoods programmes and priorities, commitments, and systems in Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating financial management. Skills and Competencies: Computer Literacy (Preferably excellent in Excel, Word and PowerPoint), Report writing, communication, problem solving skills, interpersonal skills, conflict management, planning and organizing skills. Leadership capabilities, an eye for detail and ability to gather and analyse information.

DUTIES : Coordinate youth development programmes in line with policy guidelines of the Department. Assist in the application of norms and standards for community development in line with Community Development Policy Framework. Ensure that all service standards in line with the Departmental and youth development policy guidelines are adhered to by all regions. Coordinate youth development and related projects. Monitor, analyse and facilitate interventions for youth development projects and other related projects. Assist in the development and review of concept documents, policies and guidelines for youth development programmes. Mobilize relevant stakeholders to assist the Department to achieve its mandate such as development and support of youth development structures. Perform any other delegated duties.

ENQUIRIES : Ms M Skosana Tel No: (011) 227 0069

POST 21/630 : **SENIOR ADMINISTRATIVE OFFICER: POPULATION ADVOCACY & KNOWLEDGE MANAGEMENT REF NO: REFS/017698**

SALARY CENTRE REQUIREMENTS : R359 517 per annum, (plus benefits)
: Head Office (Johannesburg)
: A 3-year tertiary qualification (NQF Level 6/7) in Population Studies with 2-3 years relevant experience. A valid driver's licence. Knowledge of the Public Service Legislations. Knowledge of and experience in the social development sector. Knowledge of population and development policy. Skills and Competencies: Computer Literacy, Report writing, communication, problem solving skills, interpersonal skills, conflict management, planning and organizing skills. Project and programme management. Accurate and ability to work under pressure. Ability to work in a team, independently, friendly, trustworthy and diplomacy.

DUTIES : Application of Population Advocacy & Knowledge Management strategy. Draft the advocacy and knowledge management strategy. Facilitation of advocacy and knowledge management activities (events, radio programmes, workshops, forums, etc.) to promote understanding of the population policy and its implementation. Facilitation of the development and dissemination of publications/materials to support advocacy and knowledge management activities. Maintenance of discipline. Design population and development resource centre including providing access to population and development materials. Assist to manage and facilitate capacity building for the integration of population factors into Integrated Development Plans. Assist to identify the capacity building needs of municipalities and coordinate capacity building sessions.

ENQUIRIES : Mr Z Jaca Tel No: (011) 355 7678

POST 21/631 : **SENIOR ADMINISTRATIVE OFFICER: ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: REFS/017718 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R359 517 per annum, (plus benefits)
: Head Office (Johannesburg)
: A three (3) year' Tertiary Qualification (NQF Level 6/7) in the field of Industrial Psychology, Management Services, Operations Management, Production Management with 2-3 years' experience in Organizational Development environment. Knowledge and understanding of work study systems, frameworks, and processes applicable in the public service. Knowledge of Organizational Structure and Establishment Administration systems and processes. Skills and Competencies: Good Report Writing, Consultation, Analytical, Flexible and Change Orientated, Project Management and Communication skills. A valid driver's license.

DUTIES : Coordinate, Facilitate, and Implement Job Evaluation and Job Description. Coordinate and facilitate the implementation of Organization Structure and Post Establishment Investigations and related projects within the Department. Coordinate the Development of Business Process Mapping and Standards Operating Procedures. Facilitate the Coordination and implementation of Change Management within the Department. Coordinate and facilitate the review of the Human Resource Delegations. Monitor the Implementation of Operational Functionality Assessment (OFA).

ENQUIRIES : Ms Innocent Netshungani Tel No: (011) 227 0151

POST 21/632 : **SENIOR ADMINISTRATIVE OFFICER: ORGANIZATIONAL DEVELOPMENT & CHANGE MANAGEMENT (HR PLANNING) REF NO: REFS/017713**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year Tertiary Qualification (NQF Level 6/7) in Management Services/Operations or Production Management /Human Resource Management/Productivity Management with a minimum of 2 – 3 years' experience in the Human Resource Planning environment. A valid driver's licence. Knowledge and understanding of Human Resource Planning systems, procedures, processes, and practices applicable in the Public Service. Knowledge and application of PERSAL system. Skills and Competencies: establishment administration, report writing, consultation, communication, people Management and Inter-personal Skills.

DUTIES : Monitor Post Establishment Functions. Facilitate Human Resource Planning process. Facilitate the implementation of the Employment Equity process. Facilitate the implementation of Human Resource Planning strategies. Provide administration support.

ENQUIRIES : Ms Innocent Netshiungani Tel No: (011) 227 0151

POST 21/633 : **SOCIAL WORKER GRADE 1 REF NO: REFS/018029 (X3 POSTS)**

SALARY : R294 411 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Bachelor's Degree in Social Work, Registration as a Social Worker with the South African Council for Social Services Professions. Appropriate recognizable experience will determine the salary package. Conversant with Acts, Policies and Legislation pertaining to Social Welfare Services. Ability to interpret Policy/Legislative matters and operations within units at community level. Sound communication, negotiation and conflict management. Leadership qualities and an understanding of the developmental social Welfare paradigm. Ability to co - ordinate and collaborate in an insectoral environment. Valid driver's license.

DUTIES : Probation services to youth in conflict with the law and their families. Provision of home based supervision programme including allocation of received cases to Probation Officers for investigation and supervise Probation Officers in the preparation of reports to court. Conduct investigations, compile reports and present to criminal courts. Social Crime and Awareness and prevention programmes including conducting social crime awareness and prevention campaigns and rollout social crime awareness and prevention campaigns Management of Social Auxiliary Workers and manage staff training and development and manage staff performance.

ENQUIRIES : Ms Innocent Netshiungani Tel No: (011) 227 0151

POST 21/634 : **RECEPTIONIST REF NO: REFS/017719**

SALARY : R202 233 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Matric and/or Grade 12(NQF Level 4) with none experience required. Knowledge and understanding of Reception systems, processes and procedures applicable in the Public Service. Knowledge and understanding of basic office processes and procedures applicable in the Department. Skills and Competencies: Communication, problem solving, planning and organising, interpersonal and typing skills. Warm and people oriented, assertive, professional, and helpful attitude.

DUTIES : To provide administrative support functions in the reception area. Receive and screen staff and visitors. Respond to staff and visitors' queries. Refer staff and visitors appropriately. Receive and register incoming mail. Route incoming mail and documents to staff in the offices. Register outgoing mail and documents. Follow up on outstanding documents. Receive and screen incoming calls. Route calls to relevant staff.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355-7700

POST 21/635 : **ADMINISTRATIVE CLERK: NPO FUNDING REF NO: REFS/017736**

SALARY : R202 233 per annum, (plus benefits)

<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12. Computer literacy in Microsoft package – Word, Power Point and Excel. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the transfer payments to NPOs in the Public Sector. Skills and Competencies: Honesty and integrity, communication, flexibility and teamwork. Basic financial management, administrative, good verbal and written communication, interpersonal relations, analytical and computer skills.
<u>DUTIES</u>	:	Archive relevant financial data such as SLAs, expenditure reports and claim forms. Support management in compiling multi-term budget in line with the APP of the department. Assist with creation of contracts of funded programmes of SAP. Provide supply chain clerical support services within the component. Ensure that funds are transfer into the correct organization's bank account and new organization are registered in time for payment, analyse information submitted NPOs and compile monthly reconciliation of payments. Provide administration support services in the component. Render general clerical support services. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Keep and maintain personal records and attendance register in the component. Provide financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Ms Innocent Netshungani Tel No: (011) 227 0151
<u>POST 21/636</u>	:	<u>ADMINISTRATION CLERK PROPERTY MANAGEMENT REF NO: REFS/017733</u>
<u>SALARY</u>	:	R202 233 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) certificate or equivalent. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Skills and Competencies: Good verbal and written communication, problem solving, interpersonal, planning and organising skills. Honesty, integrity, flexibility and teamwork.
<u>DUTIES</u>	:	To support the planning, facilitation, monitoring and reporting of the implementation of the GPG Risk Management Framework. To assess, evaluate and monitor risks and opportunities environment of the department in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management framework. Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks). Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and from an informed basis on subject matter both in written format, through presentations and via one-on-one engagement with relevant managers and teams.
<u>ENQUIRIES</u>	:	Mr G Moitsi Tel No: (011) 227 0068
<u>POST 21/637</u>	:	<u>FOOD SERVICE AID REF NO: REFS/017748</u>
<u>SALARY</u>	:	R125 373 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 10. No working experience Skills and Competencies: interpersonal skills must have the ability to cook, clean and wash dishes.
<u>DUTIES</u>	:	Cook food and prepare drinks according to set menu. Prepare dishes and cups. Clean Dining Halls prior to mealtime. Dish food and drinks on tables. Prepare drinks for staff during meetings. Refill drinks and other refreshments during events, Remove dishes and drinks from tables, Wash dishes and cups and Pack dishes and cups.
<u>ENQUIRIES</u>	:	Ms S Moloi Tel No: (011) 227 0062

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

ERRATUM: Kindly note that the following 1 post was advertised in Public Service Vacancy Circular 19 dated 02 June 2023, The number of post to be advertised have been amended as follows: 02 x Clinical Nurse Practitioner: Centre: **Emmaus Hospital (Bergville Clinic)** with Ref No: EMS/21/2023, The closing date has been extended to 07 July 2023.

OTHER POSTS

<u>POST 21/638</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL): OBSTETRICS & GYNAECOLOGICAL SERVICES REF NO: EMP09/2023</u>
<u>SALARY</u>	:	Grade 1: R1 887 363 – R2 001 927 per annum. Salary Package: (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18% In-Hospitable Allowance of basic salary, Commuted Overtime (Group 2 Compulsory - Conditions attached)
<u>CENTRE REQUIREMENTS</u>	:	Queen Nandi Regional Hospital (Empangeni)
<u>REQUIREMENTS</u>	:	The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist in Obstetrics and Gynaecology). Registration certificate with HPCSA, plus 5 years' experience after registration with HPCSA as a Medical Specialist in Obstetrics and Gynaecology or a recognized sub-specialty (O&G). Registration certificate with HPCSA, HPCSA Current registration (2023/2024). Knowledge, Skills, Attributes and Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services. Sound knowledge in Obstetrics and Gynaecology and outreach programmes. Willingness to be actively involved in the Outreach Program in Region 4, KZN.
<u>DUTIES</u>	:	Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources. Strategize and implement outreach programmes. Actively involved in undergraduate and postgraduate academic programmes in conjunction with UKZN.
<u>ENQUIRIES APPLICATIONS</u>	:	can be directed to: Dr L Govender Tel No: (035) 907 7139/035 907 7116
<u>APPLICATIONS</u>	:	All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION NOTE</u>	:	Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and

citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.

- CLOSING DATE** : 07 July 2023
- POST 21/639** : **HEAD CLINICAL UNIT (MEDICAL): ANAESTHETIC & CRITICAL CARE SERVICES REF NO: EMP21/2023**
- SALARY** : Grade 1: R1 887 363 – R2 001 927 per annum. Salary Package: (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18% In-Hospitable Allowance of basic salary, Commuted Overtime (Conditions attached)
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital (Empangeni)
 : The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist in Anaesthetics). Registration certificate with HPCSA, plus 5 years' experience after registration with HPCSA as a Medical Specialist in Anesthetics, HPCSA Current registration (2023-2024). Knowledge, Skills, Attributes and Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services.
- DUTIES** : Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources. Strategize and implement outreach programmes. Actively involved in undergraduate and postgraduate academic programmes in conjunction with UKZN.
- ENQUIRIES APPLICATIONS** : Dr M Samjowan Tel No: (035) 907 7008
 : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
- NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with

council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due to severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior to the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.

- CLOSING DATE** : 07 July 2023
- POST 21/640** : **MANAGER MEDICAL SERVICES GRADE 1 REF NO: UMZ05/2023 (X1 POST)**
- SALARY** : R1 288.095 per annum. 13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).
- CENTRE** : Umzimkhulu Hospital
- REQUIREMENTS** : Senior Certificate or equivalent qualification. Appropriate qualification in the Health. Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. At least three (3) years relevant experience after registration with the HPCSA as a Medical Practitioner. Only shortlisted candidates will submit/attach proof of experience endorsed and stamped by Human Resource. Recommendations: Diploma in Mental Health will be an added advantage. Previous experience in Psychiatry. A Valid Driver's license. Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. National Norms and standards for relevant clinical results. Patients' rights responsibility charter. Local regulations and roles regarding Administrative duties. Knowledge of Institutions budget and PFMA. Labour Relations Act. Code of conduct. National norms for relevant clinical results Strong leadership, organizational, operational and contingency planning skills. Independent decision making and problem solving skills. Good interpersonal and communication skills. Conflict management. Medical, clinical skills. Basic financial managements. Planning, organization, problem solving, Analytical and creative thinking and reporting skills. Knowledge of Mental Health Care Acts and other documents. Policies and Practices relevant and Organization of Mental Health Services. Leadership, Communication and Organizational Skills. Programme Planning, Implementation and Evaluation. Management of Human Resources Computer. Literacy and ability to formulate policies. Knowledge, understanding and implementation of Batho Pele principles.
- DUTIES** : Improve access to care, treatment and psychosocial rehabilitation for mental care users. Ensures the provision of safe, ethical, legal and high quality medical care. Provide the management, support and supervision to all medical staff, pharmacy and allied health professional services. Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure the provision of

protocols and guidelines for doctors. Assist in the control and monitor for the budget of the hospital and ensure that the efficient and effective control of medical supplies, equipment and miscellaneous stores. Maintain discipline and deal with grievances and Labour relations issues in terms of the laid down procedures and policies. Facilitate the multidisciplinary approach in the training and development of medical, medical support and nursing personnel. Formulate strategic plans in keeping with the requirements of the hospital and department. Assist Hospital CEO in realization of the mission and objective of the Hospital and act as Hospital CEO when required. Ensure continuous monitoring of morbidity and mortality through clinical audits. Liaise with stakeholders, Hospital Management teams, Health District Office medical/management issues. Monitor commuted overtime by ensuring that protocols and guidelines are adhered to. Co-ordinate and support the mental outreach program. Set up clinical governance procedures and processes for provision for quality mental health care. Develop Psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care. Establish mechanisms for assessing improvements in the level of care by monitoring the mental health care user's perception and clinical support services.

**ENQUIRIES
APPLICATIONS**

: Mr. E.N. Bangani Tel No: (039) 2590 310, EXT: 111
 : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop Off in the application Box, Umzimkhulu Hospital

**FOR ATTENTION
NOTE**

: Mr. E.N. Bangani
 : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government. Department OR from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 07 July 2023

POST 21/641

: **MEDICAL SPECIALIST – ENT REF NO: GJGM44/2023 (X1 POST)**
 Component: Medical Management Services

SALARY

: Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive package
 Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive package
 Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive package
 All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
 : **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Specialist-Otorhinolaryngology (ENT). No experience required. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health. Professionals Council of South Africa as a Medical Specialist – Otorhinolaryngology (ENT) plus Five years (5) post registration appropriate experience. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Medical Specialist – Otorhinolaryngology (ENT) plus Ten (10) post registration

appropriate experience. Knowledge, Skills & Competencies: Sound knowledge and experience of Otorhinolaryngology. Ability to teach and supervise junior staff. Middle Management skills. Good administrative, leadership, decision making and communication skills.

DUTIES : Provide specialist Otorhinolaryngology – Head and Neck surgery services to all departments at General Justice Gizenga Mpanza Regional Hospital as well as outreach to other KZN DOH hospitals in KZN. Control and Management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training and Supervision of Junior doctors in Otorhinolaryngology working in the department. Provide expert opinion where required and consult with specialist on ENT procedures. Provide clinical outreach and training and assistance to KZN DOH hospitals. Develop and participate in Quality Improvement Programs. Maintain necessary discipline over staff under his/her control. Attend administrative matters as pertains to the unit. Conduct, assist and stimulate research. Promote and lead clinical governance processes and structures.

ENQUIRIES : Dr K Nepaul (Head Clinical Unit) Tel No: (032) 4376101
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

FOR ATTENTION : Mr. T Latha
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). 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 (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. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints

CLOSING DATE : 07 July 2023

POST 21/642 : **MEDICAL SPECIALIST: ANAESTHETICS & CRITICAL CARE SERVICES**
REF NO: EMP12/2023

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2 R1 386 069 – R1 469 883 per annum
Grade 3 R1 605 330 – R2 001 927 per annum
All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18% In-Hospitable Allowance of basic salary, Commuted Overtime (Conditions attached)

CENTRE : Queen Nandi Regional Hospital (Empangeni)

- REQUIREMENTS** : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Anesthetics, Registration certificate with HPCSA as Medical Specialist in Anesthetics, HPCSA Current registration (2023-2024) Experience: **Grade 1:** No experience required for Grade 1. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Anesthetics, **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical specialist in Anesthetics.. Knowledge, Skills and Competencies Required: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Special interest in Anesthetics health care systems development, support and outreach.
- DUTIES** : Strengthen and deliver Anesthetics clinical services in the Department of Anesthetics & Critical Care at QNRH. Provide support for the Clinical Unit Head in the management of the Anesthetics Department, including human and financial resources. Provide support for the Executive Head of Anesthetics in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities. Assist with Anesthetics services coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation. Actively participate in the academic under- and post-graduate Anesthetics training program (including medical student’s clinical teaching). Perform and supervise Anesthetics operational research activities in the Department of Anesthetics at QNRH. Perform overtime as required in Anesthetics Department and outreach activities to district hospitals.
- ENQUIRIES** : Dr M Samjowan Tel No: (035) 9077008
- APPLICATIONS** : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011
- NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant’s responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.
- CLOSING DATE** : 07 July 2023

POST 21/643 : **MEDICAL SPECIALIST (RADIOLOGIST) GRADE 1/2/3 REF NO: EMP20/2023**

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2 R1 386 069 – R1 469 883 per annum
Grade 3 R1 605 330 – R2 001 927 per annum
All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18% In-Hospitable Allowance of basic salary, Commuted Overtime (Conditions attached)

CENTRE REQUIREMENTS : Queen Nandi Regional Hospital (Empangeni)
: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Radiology. HPCSA registration certificate as a Medical Specialist in Radiology. Current HPCSA Registration (2023/2024). Experience: **Grade 1:** No experience required for Grade 1. **Grade 2:** Minimum of 5 years' relevant experience after registration with HPCSA as a Medical Specialist in Radiology, **Grade 3:** Minimum of 10 years' relevant experience after registration with HPCSA as a Medical Specialist in Radiology. Knowledge, Skills, Training and Competencies: Sound Clinical Knowledge, Competency and Skills in Radiology practices. Sound knowledge of medical Ethics. Effective communication skills, leadership and decision making qualities. Effective teaching and supervisory skills. Good knowledge of current Health and Public Service legislation, Regulations and Policies. Good data management and record keeping abilities. Sound knowledge of Clinical Governance Practices and Guidelines. Sound knowledge of current technology in radiological investigations and reporting.

DUTIES : Provide comprehensive Radiological Services at QNRH. Perform, interpret and provide reports on Radiology Procedures and Investigation. Provide training and supervision to medical and paramedical staff when indicated. Provide onsite and afterhours radiology services as per the prescribed requirements. Participate in clinical and activities in the Radiology Department. Participate in continuing medical education programs. Maintain Clinical Professional and Ethical standard related to radiology services. Participate in the Quality Improvement Program in the department. Participate in clinical audit activities within the department. Maintain clinical, professional and ethical standards related to Radiology services rendered.

ENQUIRIES APPLICATIONS : Dr M Samjowan Tel No: (035) 9077008
: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

FOR ATTENTION NOTE : Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011
: Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to

apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.

- CLOSING DATE** : 07 July 2023
- POST 21/644** : **MEDICAL SPECIALIST (PAEDIATRICS) GRADE 1/2/3 REF NO: EMP22/2023**
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2 R1 386 069 – R1 469 883 per annum
Grade 3 R1 605 330 – R2 001 927 per annum
All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18% In-Hospitable Allowance of basic salary, Commuted Overtime (Conditions attached)
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital (Empangeni)
: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Paediatrics, Registration certificate with HPCSA as Medical Specialist in Paediatrics. HPCSA Current registration (2023-2024). Experience: No experience required for **Grade 1** (Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa). **Grade 2** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics, **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics. Knowledge, Skills and Competencies Required: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Special interest in Neonatal health care systems development, support and outreach
- DUTIES** : Strengthen and deliver Neonatal clinical services in the Department of Paediatrics and Child Health at QNRH. Provide support for the Clinical Unit Head in the management of the Neonatal Unit, including human and financial resources. Provide support for the Executive Head of Paediatrics and Child Health in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities Assist with neonatal services coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to Neonatal burden of disease. Actively participate in the academic under- and post-graduate Paediatric training program (including clinical teaching). Perform and supervise Neonatal operational research activities in the Department of Paediatrics and Child Health at QNRH. Overtime as required in Paediatrics.
- ENQUIRIES APPLICATIONS** : Dr NC Kapongo Tel No: (035) 907 7202
: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION NOTE** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011
: Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents

will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due to severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost-cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and/or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior to the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.

- CLOSING DATE** : 07 July 2023
- POST 21/645** : **MEDICAL SPECIALIST: GRADE 1, 2 or 3 – ACCIDENT, EMERGENCY AND TRAUMA REF NO: PSH 42 /2023 (X1 POST)**
- SALARY** : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R1 605 330 per annum
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Other Benefits: Rural Allowance - 22% of basic salary & Commuted Overtime (conditions apply)
- CENTRE REQUIREMENTS** : Port Shepstone Hospital
: Senior certificate, MBChB degree (FCEM)(SA) Emergency and Trauma. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Emergency and Trauma. Current HPCSA Registration card 2023/2024. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Medical Specialist in Emergency and Trauma. **Grade 1:** No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Medical Specialist. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist. **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist. Knowledge, Skills and Experience: Sound knowledge and skills in Emergency Medicine including advanced adult and paediatric resuscitative intervention. Sound Clinical Knowledge in general medicine including management of acute and chronic medical conditions as well as toxicology and gynaecological emergencies. Good interpersonal and supervisory skills. Ability to work in a challenging environment. Supervision of students, interns, medical officers and auxiliary staff.
- DUTIES** : Provision of quality patient centred specialist medical care to patients in the emergency unit (ED) and support district health systems. Maintain accurate medical records in accordance with legal and ethical guidelines. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. Ensure equipment is maintained and functional at all times. Maintain clinical, professional and ethics standards. Develop protocols for management of patients, equipment and other relevant procedures. Active participation in quality improvement programmes including clinical audits and continuous

professional development of patient care. Undertake training of undergraduates and postgraduate students and also support relevant clinical research, clinical trials and CPD activities. Participation in after-hours duties is compulsory. NB: Performance of Commuted Overtime and staggered shift system is compulsory and will be worked in the Emergency Department. The following learning opportunities are available in the emergency department: Supervision by an Emergency Medicine Specialist with daily ward rounds and "on the floor" teaching in the Emergency Department. Emergency ultrasound training. Approach to Medical, Surgical and Gynaecological Emergencies. Management of Acute Psychiatric patients. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunities to conduct research in the unit. Preparation for the DipPEC (Diploma in Primary Emergency Care) and Emergency Medicine Primaries. (only short listed candidates will be requested to submit proof of qualifications and other related documents)

- ENQUIRIES** : Dr PB DLAMINI (039) 688 6147 or Dr B Naicker Tel No: (039) 688 6000
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. Or 11 – 17 Bazley Street Port Shepstone 4240
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. nb: applicants are encouraged to utilise courier services. 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** : 07 July 2023
- POST 21/646** : **MEDICAL SPECIALIST REF NO: MEDSPECRADIO/2/2023 (X1 POST)**
Department: Radiology
- SALARY** : Grade 1: R1 214 805 per annum, all-inclusive salary package (excluding commuted overtime)
Grade 2: R1 368 069 per annum, all-inclusive salary package (excluding commuted overtime)
Grade 3: R1 605 330 per annum, all-inclusive salary package (excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Specialist qualification in Diagnostic Radiology with additional subspecialty qualification or experience in breast imaging and breast interventional procedures. Current registration with the Health Professions Council of South Africa as a Medical Specialist (Radiologist). Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Diagnostic Radiology and in breast imaging and breast interventional procedures. Ability to work independently in the mammography subdepartment of radiology department and willingness to learn new techniques and procedures in the mammography department. Ability to interpret or willingness to learn to interpret breast MRI studies. Ability to teach and supervise radiology registrars and medical officers. Ability to work with multidisciplinary team and chair MDT meetings. General radiology skills (MRI, CT, US, Xray, Fluoroscopy, Mammogram reporting and procedures). Ability to perform after-hour duties. Middle management skills. Research skills and experience and ability to supervise registrar's MMeds. Good administrative, leadership, decision making and communication skills. Computer Literacy.
- DUTIES** : Provide medical specialist services in the radiology department at Inkosi Albert Luthuli Central Hospital, with special skills and services in Mammogram/ Breast imaging. Teaching, training and supervision radiology registrars and medical officers working in the general radiology department. Perform, interpret and report radiological procedures and studies in the following modalities; MRI, CT, US, Xray, Fluoroscopy, Mammogram at Inkosi Albert Luthuli Central Hospital.

		Maintain clinical, professional and ethical standards related to these services. Provide expert opinion where required and consult with other clinical specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, Participate and assist in departmental research and MDT meetings. Participate in commuted overtime. Dr. N Dlamini Tel No: (031) 240 2294/5
<u>ENQUIRIES</u>	:	
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Int/ellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. PLEASE note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	07 July 2023
<u>POST 21/647</u>	:	<u>NURSING MANAGER REF NO: NURSMAN/1/2023</u> Those who applied previously should re-apply.
<u>SALARY</u>	:	R1 045 731 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital (IALCH)
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as General Nurse and Midwife. A minimum of 10-years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 -years of the period referred to above must be appropriate / recognizable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: 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.
<u>DUTIES</u>	:	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.

**ENQUIRIES
APPLICATIONS**

: Dr LP Mtshali Tel No: (031) 240 1124
: 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

: 07 July 2023

POST 21/648

: **MEDICAL OFFICER REF NO: MOPLASTIC/1/2023 (X1 POST)**
Department: Plastics and Reconstruction Surgery

SALARY

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

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital (IALCH)
: Registration with the Health Professions Council of South Africa as Medical Practitioner Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Previous surgical experience in a plastic surgery environment and FCS primary will be an advantage. Successfully completion of FCS (SA) primary and/or intermediate examinations will be an advantage. **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five year (5 years) appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as

required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies: Candidates must be able to do a detailed clinical assessment of trauma and plastic surgery patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical course & ATLS course will be an advantage.

DUTIES : Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement.

ENQUIRIES : Prof A Madaree Tel No: (031) 240 1171
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Int/ellectual 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 : 07 July 2023

POST 21/649 : **MEDICAL OFFICER GRADE 1 – 3 (INTERNAL MEDICINE) REF NO: PMMH/MO/INTMED 01/2023 (X2 POSTS)**

SALARY : Grade 1: R906 540 - R975 738 per annum
Grade 2: R1 034 373 - R1 129 116 per annum
Grade 3: R1 197 150 - R1 491 627 per annum
(All-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules.
Other Benefits: In-Hospitable Area Allowance (18% of basic salary), Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.

CENTRE : Prince Mshiyeni Memorial Hospital
REQUIREMENTS : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current (2023) registration as a Medical Specialist with HPCSA. FCP(SA) Part 1 and Diploma in Internal Medicine will be an added advantage Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Experience: **Grade 1:** No experience

required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: FCP (SA) Part 1 and Diploma in Internal Medicine will be an added advantage. Knowledge, Skills Training and Competencies Required: Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

DUTIES

: Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Work in MOPD, Chronic Clinic, Medical Wards Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials. Performance of commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).

**ENQUIRIES
APPLICATIONS**

: Dr M Mitha Tel No: (031) 907 8470/ 8265
 : applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 2nd Floor white application box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION
NOTE**

: MR. M.F Mlambo
 : Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH/MO/INTEMED/01/2023. No registered mail and faxed applications will be considered. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Please note that no S&T payments will be considered for payment to candidates who are invited for

interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.) (Persons with disabilities from all designated race groups, African male, Coloured male and White Male are encouraged to apply for the post)

CLOSING DATE

: 07 July 2023

POST 21/650

: **MEDICAL OFFICER REF NO: CL 04/2023 (X1 POST)**

SALARY

: R906 540 per annum, all-inclusive package

CENTRE

: Clairwood Hospital

REQUIREMENTS

: A Degree (MBChB) or equivalent. Registration with HPCSA as a Medical Practitioner. Current registration with HPCSA (2023/2024). A sound working knowledge in the basic medical discipline to all accurate diagnosis and appropriate management of clinical problem with specific emphasis on surgery. Ability to function in a multidisciplinary team. Good communication and interpersonal skills.

DUTIES

: Examine, investigate and oversee treatment of patients. Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulation of patient treatment plans. Maintain accurate and appropriate patient records in accordance with legal / ethical consideration and continuity of patient care. Provide preventative health interventions. Participate in emergency after hour services (commuted overtime) Actively participate in quality improvement programme (morbidity and mortality) meetings, clinical audits and risk management. Perform Medico legal examination, writing of reports and presentation of those reports. Participate staff training and continuous medical education. Assist with the development of District Hospital services. Provide support to Head of Department and ensure that efficient standards of patients care and services is maintained.

ENQUIRIES

: Dr. O.E Ngam Tel No: (031) 451 5181

APPLICATIONS

: applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060

NOTE

: The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification 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. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is 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)

CLOSING DATE

: 07 July 2023

POST 21/651

: **MEDICAL OFFICER- OPHTHALMOLOGY GRADE 1, 2 & 3 REF NO: PSH 43/2023 (X1 POST)**

SALARY

: Grade 1: R906 540 per annum

Grade 2: R1 034 373 per annum
Grade 3: R1 197 150 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

- CENTRE REQUIREMENTS** : Port Shepstone Regional Hospital
: Senior certificate, MBChB degree, Registration certificate with the HPCSA as a Medical Practitioner. Current HPCSA Registration 2023/ 2024. **Grade 2:** 5 years appropriate experience after registration with HPCSA as MBChB. **Grade 3:** 10 years appropriate experience after registration with HPCSA as MBChB. Recommendations: 6 months of ophthalmic experience will be an added advantage. Knowledge, Skills and Competencies Required: Sound knowledge of clinical and patient management skills within the discipline. Ability to deal with all medical/ emergencies. Ability to assess, diagnose and manage patients. Good communication skills. Sound medical ethical practice skills
- DUTIES** : Manage all ophthalmic out-patient conditions with minimum supervision. Perform basic ophthalmic surgery with supervision by the consultant Ophthalmologist. Admit, manage, discharge, and follow-up all ophthalmic cases as necessary. Study towards a Diploma in ophthalmology or Part I. Facilitation of staff training and on-going medical education. After-hours participation in call rosters. Participate in outreach where possible. Active involvement in the pre-operative assessment of patients. Assist senior doctors during operations. Maintain sound medical records.
- ENQUIRIES** : Dr PB Dlamini Tel No: (039) 688 6147 or Dr M Panajatovic Tel No: (039) 688 6000 ext. 6267
- APPLICATIONS** : should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240. Or 11 – 17 Bazley Street Port Shepstone 4240
- FOR ATTENTION NOTE** : Mr. ZM Zulu
: Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. NB: Applicants are encouraged to utilise Courier Services. (Only short listed candidates will be requested to submit proof of qualifications and other related documents). 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** : 07 July 2023
- POST 21/652** : **ASSISTANT MANAGER NURSING GRADE 1 REF NO: EMP23/2023**
- SALARY** : Grade 1: R683 838 – R767 184 per annum, plus 8% In-hospitable allowance, 13th Cheque, Home Owners Allowance (Employee must meet prescribed requirements), Medical aid (Optional)
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital (Empangeni)
: Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Post basic relevant nursing qualification with duration of at least 1 year (Diploma in Advanced Midwifery & Neonatal Nursing Science). Post basic Degree/Diploma Child Nursing science. Registration certificate with SANC. A minimum of 10 years appropriate / recognizable experience in the nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Diploma in Advanced Midwifery & Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management Level. Recommendation: Computer literacy & Drivers' License. Degree/Diploma in Nursing Management. Post basic Degree/Diploma Critical care nursing. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations.

Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge of Code of conduct, labour relations and disciplinary procedures and processes. Basic understanding of finance policies and procedures, and management of Human Resources. Good communication, verbal, written, problem-solving, leadership skills, interpersonal and conflict management skills. Teambuilding, supervisory/management and analytic skills. Basic computer literacy as a support tool to enhance service delivery. Sound knowledge of nursing care processes and procedures, scope of practice in areas of work performance and other relevant legal frameworks. Knowledge of clinical governance structures, Norms and standards, Ideal hospital, occupational health and safety, infection preventions and control, medical waste and risk management. Familiar with complaints management and patient safety incident and learning procedures and guidelines. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter. Familiar with following programmes: MBFI, ESMOE, KINK guidelines, EPOC.

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 multi-disciplinary team, meet regularly to ensure good nursing care. 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. Able to develop and maintain 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. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant units. Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Supervision of personnel and programs using the standardized and prescribed audit tools. Participation in clinical audits morbidity and mortality. Involved in data verification using prescribed tool and source documents to ensure quality of data. Ensure reduction of morbidity and mortality in Neonatal Unit. Ensure availability and proper utilization of resources for smooth running of the unit. Participation in effective and efficient management of human, material resources. Demonstrate effective communication with patients, visitors, supervisors, and other health professionals and junior colleagues. Work as part of multi-disciplinary team at hospital level to ensure good nursing care by the nursing team. Work effectively at a supervisory level with persons of diverse intellectual. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the hospital adheres to principles of Batho Pele. Monitor and evaluate staff performance in terms of EPMDS. Promotion of team effort. Implementation and management of Infection control and prevention protocols. Play an active role in complaints management and reduce the number of complaints.

**ENQUIRIES
APPLICATIONS**

: Mrs J Marais Tel No: (035) 907 7005
 : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

**FOR ATTENTION
NOTE**

: Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011
 : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of

previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.

- CLOSING DATE** : 07 July 2023
- POST 21/653** : **OPERATIONAL MANAGER NURSING (SPECIALTY STREAM) REF NO: UMZ06/2023 (X2 POSTS)**
- SALARY** : R627 474 per annum .13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).
- CENTRE** : Umzimkhulu Hospital
- REQUIREMENTS** : Senior Certificate/Matric or equivalent qualification. Degree/Diploma in General Nursing (R425 qualification or equivalent) that allows registration with the SANC as a Professional Nurse. Registration Certificate with SANC as a Professional Nurse. Diploma in Post Basic Psychiatric Nursing Science/Advanced Psychiatric Nursing with a duration of at least one year, accredited with the South African Nursing Council. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Psychiatric Nursing Specialty. Registration with South African Nursing Council as a General and Psychiatric Nurse (2023 SANC receipt). Certificate of service which is obtainable from your Human resource office, previous or current experience. 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. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Basic understanding of Human Resources Management and Financial Management policies and practices. Good verbal and written communication skills, time management, and report writing skills. Decision making, analytical thinking, problem solving and report writing skills. Supervisory and change management skills. Interpersonal skills, conflict management skills, problem solving and decision making skills.
- DUTIES** : Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in planning, organizing and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure a comprehensive clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Ensure that all programs related to psychiatric nursing are implemented. Provide guidance and support in management of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain professional growth/ethical standards and development

of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Ensure compliance to professionalism and ethical practice. Manage and monitor proper utilization of human resources, financial and physical resources. Monitor and evaluate staff performance (EPMDS) and deal with identified developmental needs. Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures. Provide a safe therapeutic environment as laid down by the Occupational Health and Safety Act and all other applicable prescripts. Manage complaints and patient safety incidents according to departmental policies. Ensure effective records management, data management and timeous submission of monthly reports Monitor and ensure that all nurses are licensed to practice. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager's Office as requested.

- ENQUIRIES** : Ms. P.N. Mbelu Tel No: 039-2590 310, EXT: 111
- APPLICATIONS** : applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital
- FOR ATTENTION** : Mr. E.N. Bangani
- NOTE** : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 07 July 2023
- POST 21/654** : **ASSISTANT MANAGER NURSING MONITORING AND EVALUATION REF NO: AMN M&E 27/2023 (X1 POST)**
- SALARY** : R627 474 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12/Standard 10 / Matric. National Diploma/ Degree in nursing that allow evaluation in health care environment. A minimum of 8 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 3 years of the period referred to above must be appropriate / recognised experience at Management level. Current registration with South African Nursing Council (SANC). 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 the legislative, policy and M&E Framework informing health service delivery. Knowledge of legislation and planning framework. Knowledge of hospitality quality assurance. Knowledge of infection prevention control practices. Knowledge of Health Facility functions and operations. Understand HR policies and practices and staff relations, knowledge of DHMIS policy, SOP and relevant information system. Understanding of Financial Management, Knowledge of Data management, Knowledge of M&E principles. Ability to

critical analyse complex information and to interpret that in relation to performance, health outcome relevant to institutions, and performance. Strong leadership and management skills. Planning and organising skills. Project Management Skills

DUTIES : Administer evidence /results –based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E Framework at facility level and monitor of implementations at feeder clinics. Coordinate development of the operation plan in the institution with input from all departments in the facility. Monitor compliance with implementing the M&E Framework, Data Management Policy and SOS, Quality Assurance and Infection Prevention and Control policy and guidelines. Monitor implementation of plans to promote clean audits. Monitor and evaluate staff performance EPMSD and deal with identified developmental needs. Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures.

ENQUIRIES : Acting Chief Executive Officer 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 licence, 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 : 07 July 2023

POST 21/655 : **OPERATIONAL MANAGER NURSING (SPECIALTY) MATERNITY SECTION REF NO: PHO 11/2023**

SALARY : Grade 1: R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Pholela CHC
REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent certificate. Basic R425 qualifications i.e. Degree/Diploma in Nursing that allows registration with the South African Nursing Council as Professional Nurse and Midwifery plus; A post basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science with a duration of at least one year, accredited with the South African Nursing Council in Advanced Midwifery and Neonatal Nursing Science; Minimum of 09 years appropriate experience after registration as a professional nurse with South African Nursing Council in General Nursing; At least 05 years of the period referred to above must be recognizable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining 01 year post basic qualifications in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC-2023 SANC receipt. Knowledge, Skills and Competences: Knowledge of Public Service Policies, Acts and Regulation. Knowledge of SANC rules and regulations. Good communication, leadership,

interpersonal and problem solving skills. Basis understanding and knowledge of HR and Financial policies. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter. Sound knowledge of scope of practice.

DUTIES

: Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional/legal framework. Provision of quality nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of nursing care plans. Coordinate the provision of effective training and research. Attend mortality meetings monthly and ensure that avoidable factors are addressed. Identify, develop and control risk management systems within the unit. Uphold the Batho-Pele and Patient's Charter Principles. Provide a safe, therapeutic environment as set laid down by Nursing Act, Occupational health and Safety Act and all other applicable prescripts. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Ensure the use of maternal and child updated protocols and guidelines in the institution. Implement standards, practices and indicators for maternal and child health care and CARMA. Improve availability of PMTCT. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and Labour Relations issues according to the laid down policies and procedures. Manage and supervise effective utilization and maintenance of equipment and its accessories needed for maternity ward. Implementation and management of Infection Prevention and Control protocols. Monitor, report and investigate any patient safety incidents and develop control measures. Participate in Employee Performance Management and Development System [EPMDS]. Participate in insure implementation of National Core Standards, Clinics audits, National Health Priorities, Quality improvement initiatives including National Priority Program Plans.

**ENQUIRIES
APPLICATIONS**

: Mrs. TF Nzimande Tel No: 039-8329491
: Direct your application quoting the relevant reference number to: Acting 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 08/2022. 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 representatives in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 07 July 2023

<u>POST 21/656</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: WOSI/OPE/10/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1 R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Wosiyane Clinic
	:	Senior Certificate/Grade 12 Certificate Degree /Diploma in General Nursing and Midwifery. Drivers License, Computer Certificate and Nimart Training Basic R425 qualification (i.e. Degree, Diploma in nursing Qualification that allows registration with South African Nursing Council as a professional Nurse. A post basic nursing qualification in Primary Health Care with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration Certificate with SANC as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing and Midwifery, of which 5 years must be recognizable experience after obtaining (1) year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Required: Leadership, organisational, decision making, supervisory and problem solving. Knowledge and insight into nursing care processes and procedures, Nursing statutes and other relevant legal frame work. Ability to formulate Nursing care related policies, vision, mission and objectives of the clinic. Good communication and interpersonal skills including public relations , negotiating, coaching, conflict handling and counselling skills. Financial and budgetary knowledge and skills pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills and in basic programme. Basic Knowledge of public service Act, Basic Conditions of Employment, Disciplinary code and Procedure, Grievance procedure and financial policies and practices.
<u>DUTIES</u>	:	Ensure clinical Nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Ndwedwe CHC. Promote quality of Nursing standards as directed by the professional scope of practice and standards in line with facility Operational Plan. Ensure effective performance management of staff in line with Performance Management and Development system policy of the Department. Effective management of Ideal Clinic Realization project, National Core standards initiatives prioritisation and complaints Mechanism, Ensure effective utilisation of resource allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of Disciplinary code and procedure fairly and equally. Ensure effective record management and submission of reports / stats accordingly.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NS Langa Tel No: (032) 532 3048/50
	:	All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342
<u>FOR ATTENTION NOTE</u>	:	HR Manager Tel No: (032) 532 3050
	:	Directions to Candidates The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za . Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010.The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	07 July 2023

<u>POST 21/657</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: THAF/OPE/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1 R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Thafamasi Clinic
	:	Senior Certificate/Grade 12 Certificate Degree /Diploma in General Nursing and Midwifery. Drivers License, Computer Certificate and Nimart Training Basic R425 qualification (i.e. Degree, Diploma in nursing Qualification that allows registration with South African Nursing Council as a professional Nurse. A post basic nursing qualification in Primary Health Care with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration Certificate with SANC as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing and Midwifery, of which 5 years must be recognizable experience after obtaining (1) year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Required: Leadership, organisational, decision making, supervisory and problem solving. Knowledge and insight into nursing care processes and procedures, Nursing statutes and other relevant legal frame work. Ability to formulate Nursing care related policies, vision, mission and objectives of the clinic. Good communication and interpersonal skills including public relations , negotiating, coaching, conflict handling and counselling skills. Financial and budgetary knowledge and skills pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills and in basic programme. Basic Knowledge of public service Act, Basic Conditions of Employment, Disciplinary code and Procedure, Grievance procedure and financial policies and practices.
<u>DUTIES</u>	:	Ensure clinical Nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Ndwedwe CHC. Promote quality of Nursing standards as directed by the professional scope of practice and standards in line with facility Operational Plan. Ensure effective performance management of staff in line with Performance Management and Development system policy of the Department. Effective management of Ideal Clinic Realization project, National Core standards initiatives prioritisation and complaints Mechanism, Ensure effective utilisation of resource allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of Disciplinary code and procedure fairly and equally. Ensure effective record management and submission of reports / stats accordingly.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NS Langa Tel No: (032) 532 3048/50
	:	All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342
<u>FOR ATTENTION NOTE</u>	:	HR Manager Tel No: (032) 532 3050
	:	Directions to Candidates The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za . Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010.The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	07 July 2023

<u>POST 21/658</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) MOBILE CLINIC REF NO: PHO 12/2023</u>
<u>SALARY</u>	:	Grade 1: R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Pholela CHC Senior certificate/ Grade 12 or equivalent certificate, Basic R425 qualification i.e Degree/Diploma in Nursing qualification that allows registration with the South African Nursing Council as Professional Nurse plus; A post basic nursing qualification in Primary Health Care with a duration of at least one year accredited with the South African Nursing Council in PHC plus; Minimum of 09 years appropriate experience after registration as a professional nurse in with South African Nursing Council in General Nursing; At least 5 years of the period referred to above must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. Current registration 2021 with SANC as Profession Nurse.
<u>DUTIES</u>	:	Plan and organize the clinic, ensuring the MEC six priority areas are adhered to. Ensure waiting times are minimized. Implementation of priority programmes. Effective and financial utilization of human materials and financial resource. Effective management of crisis in the clinic. Ability to solve disputes. Ensure community involvement & participation. Ensure provision of preventive, promote, curative and rehabilitative health care. Ensure staff is developed. Educate patients, public and staff. Participate in outreach programmes. Monitor and evaluate staff performance in terms Employee Performance Management Development Systems (EPMDS). Provide a safe and therapeutic environment to practice safe nursing care. Collect, compile, verify and monitor Data. Knowledge, Skills and Competencies: Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impact on service delivery. Ability to manage own work, time and that of the junior colleagues to endure proper nursing service. Demonstration basic Financial and Human resource, school and family health policies and practices. Demonstrate sound knowledge of Labour relations management. Demonstrate effective communication with both internal and external clients. Able to produce written and verbal reports. Team building and leadership skills. Able to develop contacts build maintain a network of professional relations in order to enhance service delivery. Demonstration basic computer literacy and support tool to enhance service delivery. Leadership, decision making and problem solving skills. Sound knowledge of code of conduct. Team building and leadership skills. Policies formulation skills.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N Willie Tel No: (039) 8329488 Direct your application quoting the relevant reference number to: Acting 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.
<u>NOTE</u>	:	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.kznheath.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 08/2022. 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 representatives in all level of all occupational categories in the department. People with disabilities are encouraged to apply. 07 July 2023

CLOSING DATE

:

POST 21/659

:

CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: APP/ 12/2023 (X1 POST)

Component: Medical

SALARY

:

Grade 1: R520 785 – R578 367 per annum. Other Benefits: 13TH Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%

CENTRE

:

Appelsbosch Hospital

REQUIREMENTS

:

Appointment Requirements for the posts Matric Certificate, Degree/National Diploma in Diagnostic Radiography. Only shortlisted candidate will submit proof of current registration with HPCSA (2023) as a Diagnostic Radiographer. A minimum of 3 -5 years appropriate/recognisable experience after registration as a Diagnostic. Knowledge, Skills, Training, and Competencies Required: Sound knowledge of Radiation control and safety measure. Sound knowledge of Diagnostic Radiography procedures and equipment. Knowledge of health and safety Acts. Good communication and interpersonal skills and ability to perform well within a team. Decision making and problem solving skills. Sound Knowledge of Public Service Human Resource policies and procedures including EPMDs. Ability to supervise junior staff, support staff and student radiographers.

DUTIES

:

Provide high quality Diagnostic Radiography services. To promote good health practices and ensure optimal care of patient. To execute all clinical procedures competently to prevent complications. To provide a 24 hours radiographic services including weekends and public holidays. To comply with safety radiation protection standards. To comply with and promote Batho Pele principles in execution of all duties for effective service delivery. To participate in departmental policies and procedure development. To participate in monthly departmental meetings and other activities when called upon. To participate and carry out EPMDs on members of staff allocated under your supervision. Be actively involved in In-service training, student training, peer review and CPD activities and supervision of support staff. Perform other duties as per delegation by radiography management. To comply with and promote Batho Pele principles in execution of all duties for effective service delivery. To insect and utilize equality assurance and quality improvement projects including the implementation of the National Core Standards.

ENQUIRIES

:

Dr EH Edwards: Medical Manager Tel No: (032) 2948000 or cell number 072 2610714

APPLICATIONS

:

should be forwarded to: The Chief Executive Officer, P/Bag X215 Ozwathini, 3242.

FOR ATTENTION NOTE

:

Human Resource Manager

:

Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Equity Target: African Male.

CLOSING DATE

:

14 July 2023

POST 21/660

:

CONTROL ENGINEERING TECHNICIAN GRADE A AND B REF NO: AMAJ11/2023

Component: Maintenance

SALARY

:

R499 275 - R843 486 per annum. Other Benefits: Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13th Cheque.

CENTRE

:

Amajuba Health District Office

REQUIREMENTS

:

Standard 10 / Grade 12. Degree / National Diploma in Mechanical / Electrical Engineering. Compulsory registration with ECSA as a Professional Engineering Technician (Mechanical). Valid code B Driver's License (Code8). Computer literacy (MS Office Software Applications). Recommendations: **Grade A:** Degree / National Diploma in Mechanical / Electrical Engineering plus six years post qualification, technical experience in GISc or equivalent qualification or as otherwise determined by the PLATO. **Grade B:** Degree / National Diploma in Mechanical / Electrical Engineering plus at least 22 years appropriate / recognizable experience in an area after obtaining the relevant

qualification (e.g. 3 or 4 years degree in GISc or equivalent qualification) or as otherwise determined by the PLATO. Knowledge, Skills, Behavioural Attributes and Competencies Required: Sound project management skills, analytical thinking, computer literacy, team building and training skill. Sound knowledge of all trades and engineering systems installed and used by health facilities and strong structural and technical ability across all disciplines including structural, electrical, mechanical, refrigeration and civil aspects. Sound knowledge of financial, human and labour relations management. An understanding of the challenges facing the public health sector. Ability to priorities issues and other work related matters and to comply with the time frames. Ability to work to specification, translate planning inputs to practical construction and maintenance results. High level of accuracy and quality. Interpretation of relevant policies. Understanding of building regulations and relevant by – laws. Effective external and internal communicator.

DUTIES

: Oversee the development and implementation of plans for upgrading or building of hospital buildings equipment, Forensic Mortuaries, EMS, Nursing Campus, Environmental Health, CHC, VCT, PMTCT, Park Homes and Clinics. Inspect and approve sites planned for the construction of new health facilities to establish the suitability thereof to the environment and surrounding infrastructure. Perform periodic inspection of building sites with engineering consultants to ensure that building practices comply with plans and specifications. Monitor that preventative maintenance is being conducted at all relevant health facilities and ensure planned and unplanned maintenance is carried out of appropriately and timely. Develop and review annual District infrastructure program implementation plans and budget planning for the sub component. Manage the District infrastructure budget to ensure that planned spending patterns meet planned time frames on maintenance including Hospitals, Clinics, Mortuaries and EMS Bases. Provide technical support to all Engineering and Artisan staff at Hospitals and related facilities. Manage District infrastructure and assume overall managerial responsibility for the supervision development and guidance of all infrastructure development Sub Component staff in the District. Support all PHC facilities and Hospitals to meet National Core Standards. Support all PHC facilities to meet Ideal Clinic standards.

ENQUIRIES APPLICATIONS

: Dr. A.M.E.T. Tshabalala Tel No: (034) 328 7000
 : All applications should be forwarded to: Mr. P.B. Sangweni: KZN Department of Health, Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION NOTE

: Dr. A.M.E.T. Tshabalala
 : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.

CLOSING DATE

: 07 July 2023

POST 21/661 : **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: CL 05/2023 (X1 POST)**

SALARY : R497 193 per annum
CENTRE : Clairwood Hospital
REQUIREMENTS : Senior Certificate – Grade 12, Diploma / Degree in General Nursing, Registration Certificate with SANC.as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Recommendations: Computer certificate and Driver's license. Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, Rules and Regulations. Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills, verbal and written. Good leadership, interpersonal, problem solving, conflict management, decision making, coordinating, negotiation and facilitation skills. Knowledge and experience in implementation of Batho Pele Principals, Patient Right Charter, Code of Conduct and Labour Relations. Knowledge of National Core Standards and other relevant public service programmes.

DUTIES : Develop and implement Quality Assurance Programme, guidelines, protocols, norms and standards. Develop and implement Quality Assurance Operational Plan and participate in the development of Institutional Plan. Coordinator and facilitate the development of the institutional Quality Improvement Programme and monitor progress on implementation. Maintain and sustain norms, standard and good governance in clinical and non-clinical areas. Promote and facilitate the implementation of guidelines, standard operating procedures and polices. Review and evaluate patients medical records in line with the ideal Clinic and Regulated Norms and Standards. Facilitate Clinical audits and ensure implementation of action plans on identified gaps. Facilitate monitoring and timeous reporting of adverse events (Patients Safety Incidents) and ensure implementation of recommendations / action plans for the gaps identified. Monitor public relation activities (waiting time surveys, patient experience of care surveys and complaints management) Ensure effective communication on matters pertaining to quality. Attend and give input at different committee meetings on Quality related issues. Consult / advise facility on Quality matters. Attend facility relevant workshops and in-service training and give feedback to relevant staff members. Provide in-service training on relevant quality issues. Improve compliance to Regulated Norms and Standards. Ensure that institutional Regulated Norms and Standards self-assessments are conducted in all departments. Compile reports on Regulated Norms and Standards together with Clinical Governance Committee and submit to management team and all supervisors. Facilitate the development of Quality improvement plans for identified gaps. Monitor implementation of Quality improvement plans from Regulated Norms and Standards assessments on quarterly basis through Quality Assurance random departmental rounds and progress reports. Participate in District and Peer Review Regulated Norms and Standards assessments. Ensure timeous submission of monthly and quarterly reports to Management and or District Office. Conduct survey to all priority programmes within the institution and satellite clinics.

ENQUIRIES : Mr. T.G Mbanjwa Tel No: 031 451 5176
APPLICATIONS : applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060

NOTE : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification 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. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is 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)

- CLOSING DATE** : 07 July 2023
- POST 21/662** : **CHIEF ARTISAN REF NO: GTN 20/2023 (X1 POST)**
- SALARY** : Grade A: R434 787 – R494 619 per annum. Other Benefits: 13th Cheque, Medical aid (optional), Housing allowance Employee must meet prescribed requirements
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12. N3 equivalent certificates in appropriate trade test Certificates in terms of section 13 (2) (h) of the Manpower Act 1981 as amended. Valid driver's license. Ten years post qualification experience required as an Artisan/ Artisan Forman. Project management, Technical design and analysis knowledge, computer literacy. Knowledge, skills, Training and Competences required. Make sure that all plumbing, electrical and carpentry works, including basic furniture repairs, and all new installations done by contractors. Make sure that all air conditionings are maintenance and are carried out effectively and efficiently. Have technical analysis knowledge. Have analytical skills problem solving and analysis. Team work and proactive. Knowledge of legal compliance, Technical report writing, Technical consulting Self-management. Planning and organising.
- DUTIES** : Manage Technical Services and Support in conjunction with technicians. Manage Artisan and associates in the field, Workshop and technical office activities. Manage human resource effectively and promote sound labour relations. Ensure promotion of safety in line with statutory and regulatory requirements (in accordance with OH&S Act 85/1993) and ensure quality assurance in line with Specifications. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology ensuring quality assurance in line with specification. Provide and consolidate inputs to the technical operational plan, update registers and manage artisans and related personnel assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage Subordinates key performance areas by setting and monitoring performance. Standards and taking action to correct deviations in order to achieve hospital objectives. Maintain and advance expertise: continuous individual development to keep up with new technologies and procedures. Ensure compilation of annual Minor and Major Projects plan and ensure implementation of projects as per plan. Compile Monthly Maintenance projects progress report and present to relevant meetings. Liaise with relevant bodies/council on technical/engineering –related issues. To provide supervision and management of hospital infrastructure. To ensure effective, efficient utilization of hospital budget, compile detail specification for all projects and work, repairs by in house / outsourced service providers. Ensure, test and certify the maintenance of electrical, building, equipment and plants. Ensure implementation of QIP of the hospital and clinics based on NCS, Six priorities of the National Minister as well as Ideal Clinic Realisation and Maintenance Programme. Conduct random and Monthly routine inspection around the institution and visit all Clinics to perform inspections and compile reports. Ensure compilation of annual Maintenance service plan and ensure all Equipment and plant rooms are serviced as per plan. Monitor and ensure effective and efficient stock control for the institutional Workshop and Hub. Ensure, arrange and conduct site briefing meetings for institutions and Clinics for all projects and work. Facilitate Completion of daily time sheets and have completed job requests signed off by the end user. Facilitate allocation of Standby duties and after hours call out.
- ENQUIRIES** : Mr. MR Mosikili Tel No: (033) 4139 400

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown,3250.

FOR ATTENTION NOTE : Mrs Z.J Ngobe
 : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). Failure to comply with the above instructions will disqualify the applicants. The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 07 July 2023

POST 21/663 : **CLINICAL NURSE PRACTITIONER GRADES 1/2 (PHC STREAM)**
 Various Clinics

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional), In-hospital Area Allowance (8% of Basic Salary)

CENTRE : Umlazi U 21 PHC Ref No: CNP/UMLU21/1/2023 (X6 Posts)
 PMMH GATEWAY Ref No: CNP/GAWA/1/2023 (X2 Posts)
 Ekuphileni PHC Ref No: CNP/EKU/1/2023 (X2 Posts)
 Nsimbini PHC Ref No: CNP/NSI/1/2023 (X1 Post)
 Kwamakhutha PHC Ref No: CNP/KWAM/1/2023 (X1 Post)
 Umzomuhle PHC Ref No: CNP/UMZ/1/2023 (X2 Posts)
 Odidini PHC Ref No: CNP/ODI/1/2023 (X3 Posts)
 Umlazi K PHC Ref No: CNP/UMLK/1/2023 (X3 Posts)
 Nkwali PHC Ref No: CNP/NKWA/1/2023 (X1 Post)
 Mfume PHC Ref No: CNP/MFU/1/2023 (X1 Post)
 Umnini PHC Ref No: CNP/UMN/1/2023 (X1 Post)
 Danganyani PHC Ref No: CNP/DAN/1/2023 (X1 Post)
 Magabheni PHC Ref No: CNP/MAG/1/2023 (X2 Posts)
 Folweni PHC Ref No: CNP/FOL/1/2023 (X3 Posts)
 Umlazi D Clinic Ref No: CNP/UMLD/1/2023 (X6 Posts)
 Umlazi V PHC Ref No: CNP/UMLV/01/2023 (X1 Post)
 Mobile Clinic Ref No: CNP/MOBC/01/2023 (X1 Post)
 Ezimwini PHC Ref No: CNP/EZIM/01/2023 (X1 Post)
 Umbumbulu PHC Ref No: CNP/UMBU/01/2023 (X1 Post)

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse “A post basic nursing qualification with duration of at least 1year in ‘Curative Skills in Primary Health Care’ accredited with SANC. Current Registrations with SANC as Professional Nurse. Current registration with the SANC (2023). Only Shortlisted candidates will be required to submit proof of current registration with SANC (2023). Experience: **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after

registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** 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 Primary Health Care. Recommendation: Valid driver's license with PDP for Mobile clinic. Knowledge, Skills Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data

DUTIES

: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and data management. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning of the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutic 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. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES
APPLICATIONS

: Ms M Mlotshwa Tel No: (031) 907 8133
: applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 2nd Floor white application box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

FOR ATTENTION
NOTE

: MR. M.F Mlambo
: Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH/MO/INTEMED/01/2023. No registered mail and faxed applications will be considered. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 07 July 2023

POST 21/664 : **PROFESSIONAL NURSE (PAEDIATRIC SPECIALTY) GRADE 1 OR 2 REF NO: GTN 21/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefit: Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing allowance (must meet prescribed requirements)

CENTRE REQUIREMENTS : Greytown Hospital
: Senior Certificate (grade 12). Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Diploma or Degree in General nursing and midwifery. A post basic nursing qualification in child nursing science with duration of at least one year accredited with SANC. Current registration with SANC as a General Nurse, Midwifery and Child Nursing Science (2023). Current and previous experience endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional nurse with the SANC in General Nurse with one year post basic in Child Nursing science. **Grade 2:** A minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with S.A.N.C. in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in paediatric Ward after obtaining the 1 year post basic qualification in child Nursing Science. Knowledge, Skills, Training and Competencies Required: Demonstrate effective communication with patients, supervisors and other clinicians, including report within required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively co-operatively, amicably with person of diverse intellectual, cultural, racial or religious differences. Able to plan organise own work and that of support personnel to ensure proper nursing care. A Sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health and safety Act of 1995.

DUTIES : Provider of holistic, specialized nursing care with set standard and within legal framework. Implement standard, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holder. Utilize human, material and physical resources efficiency and effectively. Delegate duties and support staff executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordinating of training and promote learning opportunity for all nursing categories. To maintains code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shift.

ENQUIRIES APPLICATIONS : Ms P.P.L Nkala Tel No: (033) 4139 410
: Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown,3250.

FOR ATTENTION NOTE : Mrs Z.J Ngobe
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). Failure to comply with the above instructions will disqualify the applicants. The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks

(criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 07 July 2023
- POST 21/665** : **PROFESSIONAL NURSE SPECIALTY – OBSTETRICS & GYNAECOLOGY**
REF NO: GJGM43/2023 (X1 POST)
Component: Nursing Management Services
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum Other benefits: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** Diploma in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery). SANC 2022 receipt. A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the Obstetric and Gynae specialty after obtaining the one (1) year post-basic qualification in Advanced Midwifery. (employee must meet prescribed requirements). Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a Professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in depth

**ENQUIRIES
APPLICATIONS**

understanding of legislation and related ethical nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members.

Matron DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 4376382
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

**FOR ATTENTION
NOTE**

Mr. T Latha
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). 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 (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. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

07 July 2023

POST 21/666

PROFESSIONAL NURSE SPECIALTY GRADE 1 REF NO: APP/13/2023

SALARY

R431 265 - R497 193 per annum. Benefits: 13th Cheque, medical aid (optional) and 8% rural allowance.

**CENTRE
REQUIREMENTS**

Maternity: Appelsbosch Hospital
Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited with SANC in Advance midwifery Proof of current registration with SANC (2023 receipt). only for shortlisted candidates will submit proof. Experience: A minimum of 04 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing. And 1 year post basic qualification in the relevant specialty. Only for shortlisted candidate will submit Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service). Knowledge, Skills, Training and Competences: knowledge and insight into nursing processes and procedures. Nursing status and other relevant Public service Acts. Decision making. Knowledge and implementation of Batho-Pele. Supervisory skills. Good verbal, writing and communication skills. Facilitation and coordination. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Basic financial management skills knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

DUTIES

Provide comprehensive quality nursing care to patients/clients in a specialty unit in a cost-effective and efficient manner. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Conduct

ESMOE and HBB drills. Educate and encourage breast feeding to pregnant women and post-natal. To implement all MNCWH and N programmes. Demonstrate compliance with Nursing Act and SANC regulations. 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's needs requirements and expectations (Batho Pele).

ENQUIRIES : Mrs S.N Mchunu Tel No: (032) 2948000
APPLICATIONS : Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242.
FOR ATTENTION : Human Resource Manager
NOTE : Applicants are encourage to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Equity Target: African Male

CLOSING DATE : 14 July 2023

POST 21/667 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 REF NO: APP/14/2023**

SALARY : R431 265 - R497 193 per annum. Benefits: 13th Cheque, medical aid (optional) and 8% rural allowance.

CENTRE : Theatre: Appelsbosch Hospital
REQUIRMENTS : Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited with SANC in Operating Theatre Proof of current registration with SANC (2023 receipt). only for shortlisted candidates will submit proof. Experience: Grade 1 A minimum of 04 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing. And 1 year post basic qualification in Theatre specialty. Only for shortlisted candidate will submit Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service). Knowledge, Skills: Sound knowledge of legislation and regulations guiding nursing practice. Good verbal, writing and communication skills. Demonstration a basic understanding of human resource and financial policies and practices. Facilitation and coordination. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

DUTIES : Provide comprehensive quality nursing care to patients/clients in a specialty unit in a cost-effective and efficient manner. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work hand in hand with multidisciplinary team in prevention of medico-legal hazards in Operating Theatre. Maintain complete and accurate nursing and client records. Be pro-active and review nursing interventions. Create and provide learning opportunities for professional growth. Participate in nursing audits. Adhere to Batho Pele principles Patients right charter. Assist with PMDS. Render Quality nursing care to clients and ensure provision of good infection control practices. Provide safe and therapeutic environment.

ENQUIRIES : Mrs. GM Sokhela Tel No: (032) 294 8000
APPLICATIONS : should be forwarded to: Appelsbosch Hospital, P/Bag x 215 Ozwathini, 3242.
FOR ATTENTION : Human Resource Manager
NOTE : Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Equity Target: African Male

CLOSING DATE : 14 July 2023

POST 21/668 : **PROFESSIONAL NURSE (SPECIALTY STREAM) REF NO: UMZ07/2023 (X2 POSTS)**

SALARY : R431 265 per annum. 13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).

CENTRE : Umzimkhulu Hospital
REQUIREMENTS : Senior Certificate/Matric or equivalent qualification. Degree/Diploma in General Nursing or equivalent qualification that allows for registration as a Professional Nurse. Certificate of registration with the South African Nursing Council as a Professional Nurse One (1) year Post Basic qualification in Psychiatric Nursing Science/Advanced Psychiatric Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with

South African Nursing Council (2023 SANC receipt). Certificate of service which is obtainable from your Human resource office, previous or current experience. Knowledge and insight into nursing care processes and procedures, nursing statutes and relevant legal frameworks. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and Patients' Right Charter. Good verbal and written communication and report writing skills. Decision-making, problem-solving skills and conflict management skills. Ability to function as part of a team.

DUTIES

: Execute duties and functions with proficiency within the prescripts of applicable legislation. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure that all programs related to psychiatric nursing are implemented. Provide nursing care that leads to improved service delivery by upholding Batho Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure and advocate for provision and supervision of patients 'needs. Maintain accurate and complete patient records according to legal requirements. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programmes and clinical audits to ensure good practices. Manage and supervise effective utilization of all resources e.g. Human, Financial and material resources. Exercise control over discipline, grievance and labour relations issues. Assist with performance reviews i.e. EPMDS as well as student progress reports. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational Health and Safety Act and prevention of medical/legal risks. Ensure the provision of accurate statistical information for data management. Participate in implementation of the National Core Standards. Maintain professional growth/ethical standards and self-development.

ENQUIRIES

: Ms. P.N. Mbelu Tel No: (039) 2590 310, EXT: 108

APPLICATIONS

: Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital

FOR ATTENTION

: Mr. E.N. Bangani

NOTE

: Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 07 July 2023

POST 21/669

: **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 27/2023 (X5 POSTS)**
Re Advertisement

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 220 per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
Murchison Hospital (Maternity)
Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: 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 including PMTCT. 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. Show understanding of Perinatal Problem Identification programme. Analyze reports and utilize the information to improve the health status of women. Ensure the implementation of saving mothers, saving babies recommendation

**ENQUIRIES
APPLICATIONS**

Mrs. CN Mkhwanazi Tel No: (039) 6877311 ext. 127
all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 07 July 2023
- POST 21/670** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCH-THONJ 09/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 220 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital – Thonjeni Clinic
: Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR shortlisted candidate. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.
- ENQUIRIES APPLICATIONS** : Mr LG Nyawo Tel No: (039) 6877311 ext. 130
: all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the

following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 07 July 2023
- POST 21/671** : **PROFESSIONAL NURSE- SPECIALTY REF NO: GS 50/23 (X1 POST)**
Component: Nursing- Advanced Midwifery & Neonatology
- SALARY** : Grade 1: R 431 265 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg
Grade 12 Certificate. Degree / Diploma in General Nursing and Midwifery. Current Registration with SANC. A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing Plus One Year Post Basic Qualification in Advanced Midwifery and Neonatology. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department.
Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Grade, plus one year Post Basic qualification in the relevant Speciality. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function with a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.
- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Material and Child updated protocols and guidelines in the hospital. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material.
- ENQUIRIES APPLICATIONS** : Mr F.S. Matibela Tel No: (033) 897 3331
: applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs M. Chandula
: 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. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with

regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. The Employment Equity Target for this post is: African Male, African Female, Coloured Male.

- CLOSING DATE** : 07 July 2023
- POST 21/672** : **CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 13 /2023**
- SALARY** : Grade 1: R431 265 - R492 756 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) Pholela CHC (Mnyamana Clinic)
- CENTRE REQUIREMENTS** : 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. A post basic Nursing qualification in 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 and Midwife. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. 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.
- DUTIES** : Provision of quality comprehensive community health care. Demonstrate communication with patients, supervisor and other clinicians including report writing. Provision of administrative, educational and clinical services. 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. Implement and advocate for preventive, promotive, curative and rehabilitative 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. Ability to plan and organize own work and that of support personnel to ensure proper nursing care 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. Refer patients promptly according to the set guidelines, protocols and policies. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Participate in Employee Performance Management and Development System (EPMDS). Assist in Data management. Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. 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.
- ENQUIRIES APPLICATIONS** : Mrs. N Willie Tel No: (039) 8329488/9491
Direct your application quoting the relevant reference number to: Acting 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 08/2022. 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 representatives in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 07 July 2023
- POST 21/673** : **CLINICAL NURSE PRACTITIONER-MMC GRADE 01/02 REF NO: PHO 14 /2023**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Pholela CHC
: 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. A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2023. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Valid driver's license code 08 or 10. Recommendation: NIRMAART trained. MMC training.
- DUTIES** : Provision of high quality comprehensive Hast services in child and audits at PHC level. To provide outpatient Hast Services in Pholela CHC and catchment arrears. Participate in outreach services, educate and recruit for MMC services. To lead, training, coach and mentor staff on Hast services. Management of Resources Human and material to assist the Operational Manager. Provision of administrative duties. ART initiation of adults and children. Conducting male circumcision and assisting operational manager with management and delegation of work to staff. Increasing life expectancy by promoting cervical cancer screening, dual protection etc. Ensuring increase management of HIV, TB, PMTCT screening an all clients for HIV and TB including pregnant women Conducting PICT, ICDM and CCMDD program ensuring effectiveness of primary health care. In-service training of staff and compiling of duties to ensure availability of staff. ART initiation of client's pediatrics and adult's. Conducting male circumcision and assisting operational manager with management and delegations, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. 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
- ENQUIRIES APPLICATIONS** : Mrs. TF Nzimande Tel No: (039) 8329488/9491
: Direct your application quoting the relevant reference number to: Acting 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 08/2022. 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 representatives in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 07 July 2023

POST 21/674 : **PROFESSIONAL NURSE SPECIALTY- OCCUPATIONAL HEALTH NURSE REF NO: EGUM 23/2023**

SALARY : Grade 1: R431 265 – R497 193
Grade 2: R528 696 – R645 720 per annum
Plus: 13th Cheque / service bonus, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE REQUIREMENTS : E.G. & Usher Memorial Hospital
Professional Nurse Grade 1 (Specialty Nursing) Senior Certificate (Grade 12). Degree /Diploma in General nursing and Midwifery Plus 1 (one) year post basic qualification in Occupational Health. A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as a General Nurse, and Occupational Health. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. NB: Requirements (no attachments/copies/certified copies/proof/certificates on application, only Z83 and CV, applicants will submit documents only when shortlisted) Professional Nurse Grade 2 (Specialty Nursing) Senior Certificate (Grade 12). Degree /Diploma in General nursing and Midwifery PLUS 1 (one) year post basic qualification in Occupational Health A minimum of 14 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in Occupational Health. Current registration with SANC as a General Nurse and Midwifery. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. Knowledge, Skills, Training and Competencies Required Sound knowledge of Occupational Health & Safety Act no.85/1993, compensation for occupational injuries & Disease Act no. 130/1993 and other Public Service regulations Clinical & administrative knowledge in the field of Occupational Health nursing. Strong interpersonal, communication, and presentation skills Ability to make independents decision and adhere. Knowledge of infection prevention and control policies and risk management. Ability to upload high level of confidentiality Computer skills in basic programs.

DUTIES : Advice provide support and assistance to ensure optimal heath status for all employees in the institution and clinic Roll out occupational health programmes for hospital and clinics Conduct medical surveillance programme to all employees Execute all duties. Functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation Compile and submit occupation health statistics and report to the supervisor Render an optimal, holistic, specialized nursing care to employee,

maintain accurate staff records and submit reports to relevant stakeholders Advocate for proper health care treatment and willingness to respond to employee needs, requirements and expectation. Ensure the unit complies with infection prevention and control as well as occupational health and safety policies Maintain accreditation standard by ensuring compliance with national norms and standards Develop quality improvement plans, strategic plans , policies and procedures for the units Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employee Orientate, train and develop staff on occupational health matters within the sub-district.

**ENQUIRIES
APPLICATIONS**

: Mrs. O Mbangatha Tel No: (039) - 797 8100
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
 : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed with experience Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

CLOSING DATE

: 07 July 2023 @ 16H00 afternoon

POST 21/675

: **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 02/2023 (X2 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements, Inhospitable Allowance: 8%

**CENTRE
REQUIREMENTS**

: Naas Farm Clinic
 : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate

/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES APPLICATIONS

: Mrs T.P. Magudulela Tel No: (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION NOTE

: Mrs DBP Buthelezi
 : 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 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 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. Preference will be given to African Male.

CLOSING DATE

: 07 July 2023

POST 21/676

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

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements, Inhospitalable Allowance: 8%

<u>CENTRE</u>	:	Thandani Clinic
<u>REQUIREMENTS</u>	:	Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
<u>DUTIES</u>	:	Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.
<u>ENQUIRIES</u>	:	Mrs B.A. Mbatha Tel No: (034) 621 6119
<u>APPLICATIONS</u>	:	All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080
<u>FOR ATTENTION</u>	:	Mrs DBP Buthelezi
<u>NOTE</u>	:	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 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 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. Preference will be given to African Male.

CLOSING DATE : 07 July 2023

POST 21/677 : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 04/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met. Prescribed requirements, Inhospital Allowance: 8%

CENTRE REQUIREMENTS : Nellies Farm Clinic
Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES APPLICATIONS : Mrs T.P. Magudulela Tel No: (034) 621 6217
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION NOTE : Mrs DBP Buthelezi
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 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 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. Preference will be given to African Male.

- CLOSING DATE** : 07 July 2023
- POST 21/678** : **CLINICAL NURSE PRACTITIONER REF NO: DANHC 05/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met. Prescribed requirements, Inhospitalable Allowance: 8%
- CENTRE REQUIREMENTS** : Greenock Clinic
: Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
- DUTIES** : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.
- ENQUIRIES APPLICATIONS** : Mrs T.P. Magudulela Tel No: (034) 621 6217
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand

**FOR ATTENTION
NOTE**

delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

: Mrs DBP Buthelezi
: 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 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 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. Preference will be given to African Male.

CLOSING DATE

: 07 July 2023

POST 21/679

: **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 06/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements, Inhospitable Allowance: 8%

**CENTRE
REQUIREMENTS**

: Verdriet Clinic
: Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors

and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

- ENQUIRIES** : Mrs T.P. Magudulela Tel No: (034) 621 6217
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : 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 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 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. Preference will be given to African Male.
- CLOSING DATE** : 07 July 2023
- POST 21/680** : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 07/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements, Inhospitable Allowance: 8%
- CENTRE** : Ladybank Clinic
- REQUIREMENTS** : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
- DUTIES** : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL

booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

- ENQUIRIES** : Mrs T.P. Magudulela Tel No: (034) 621 6217
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : 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 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 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. Preference will be given to African Male.
- CLOSING DATE** : 07 July 2023
- POST 21/681** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF GJGM20/2023 (X1 POST)**
Component: Facilities management services
- SALARY** : R424 104 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/Diploma in Public Management/Public Administration. At least Five (5) years' experience in Systems environment in which Three (3) years must be Supervisory experience in the Systems Management. Supervisory experience in the various components in the systems department. Unendorsed valid Code B drivers licence (code 8). Recommendation: Certificates: MS Office software applications i.e. Microsoft word, Microsoft excel, Microsoft PowerPoint and Microsoft Outlook. Knowledge, Skills and Competencies: PFMA & treasury regulations. Planning, organising, problem solving & decision making. Labour Relations, Abscondment and disciplinary procedures. Computer literacy. Management of resources. Management of Contracts. Human Resources & Financial Management.
- DUTIES** : Manage the provisions of all systems under your supervision ensuring high level of service delivery. Deputise the Deputy Director: Systems. Manage the following sections and ensuring optimal utilization of resources: Cleaning Services, Catering Services, Maintenance Services, Gardening Services, Mortuary Services, Housekeeping Services, Patient Administration, Security Services, Transport Services, Registry Services, Telecommunications Services, Accommodation Services, Waste Management Services and Health and Safety Services. Manage staff 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 and practices. Contribute as a member of a multi-disciplinary Management team towards the effective management of the hospital.
<u>ENQUIRIES</u>	:	Mr SS Goba (Deputy Director: Facilities) Tel No: (032)4376156
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr. T Latha
<u>NOTE</u>	:	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). 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 (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. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<u>CLOSING DATE</u>	:	07 July 2023
<u>POST 21/682</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: (EMS/25/2023)</u>
<u>SALARY</u>	:	R424 104 – R508 692 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12). Degree/ Diploma in National Financial management, Accounting, Cost Management or equivalent qualification. Minimum of 3 years supervisory (salary level 7 or 8) experience in financial management. Knowledge & Skills: Possess thorough knowledge of laws, Regulations, Policies, Instruction, Practice Notes Public Finance Act, Treasury Regulations and Treasury Guidelines. Possess in depth knowledge of budget procedures and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be able to develop/implement policies and financial practices, be able to deliver and present formal day-to-day training course. Possess knowledge of basis HR matters including HR practices, labour relations, negotiations and dealing with conflict. Possess knowledge of procurement procedures and directives. Decision making skills.
<u>DUTIES</u>	:	Ensure that the departmental needs, strategic objectives and budget is aligned to APP. Ensure that the facility has an approved procurement plan improve supply chain management system. Develop and manage the budgeting in the institution inn consultation with hospital management and other stake holders in line with the department's strategy on financial management and other applicable prescripts by seeking to administer and coordinate the annual

budget cycle. Improve financial management for the hospital and the clinics Ensure the implementation of the quality management framework and compliance to national core standards. Develop and customize guidelines for outsourcing non-core hospital functions and train line managers on the guidelines and their implementation. Judge the efficiency of distinctive financial system and control and justify procedures instruction and manuals in respect of financial administration. Ensure clearance of suspense account and proper debts management. Exercise overall control of the budget and expenditure of the institution as a responsibility manager in term of treasury instruction and as appointed by the head of department. Maintain adequate availability of stores supplies, maintain adequate availability of stores supplies and timely facilitate effective decision making.

**ENQUIRIES
APPLICATIONS**

: Mrs. MAN Mzizi Tel No: (036) 488 1570, EXT 8203
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.

CLOSING DATE

: 07 July 2023 @ 16:00

POST 21/683

: **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2,&3 REF NO: VRH 21/2023**

SALARY

: Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
Plus 17% rural allowance 13th Cheque Medical Aid (Optional) and GEHS (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Vryheid District Hospital
: Matric or senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA).Current annual registration practice receipt (2023/2024) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. **Grade 1:** No experience required after registration with HPCSA as Diagnostic Radiographer. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employee who perform community service, as required in South Africa. Minimum of eleven 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 of 20 years' experience after registration with HPCSA in the relevant professions in respect of RSA qualified employee who performed 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 and Competencies: Sound knowledge of public services legislations. Sound knowledge of Radiation Protection Sound knowledge of Diagnostic Radiography practice and ethos. Sound knowledge of Diagnostic Radiography equipment policies, and protocols, Good communication and interpersonal skills.

DUTIES

: Provide high quality Diagnostic Radiography Service observing safe radiation protection standards. Provide radiation protection to patients, staff and the

public. Execute all clinical procedures competently to prevent complications. Provide and participate in Radiographic Service during weekends and Public holidays. Participate in quality assurance and quality improvement programs. Assist clinicians on radiography related matters. Perform clerical duties when necessary. Participate on the implementation of National Core Standard, Quality Assurance and Quality framework. Promote Batho Pele Principles in the execution of duties for service delivery

ENQUIRIES : Ms T.P. Ntombela (Assistant Director Radiography) Tel No: (034) 982 2111, EXT 5939

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100 OR be hand delivered at Human Resource Office no 9

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 completed in full and 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. African Males are encouraged to apply due to employment equity target.

CLOSING DATE : 07 July 2023

POST 21/684 : **DIETICIAN REF NO: VRH 22/2023**

SALARY : R359 622 per annum. Plus 17% rural allowance 13th Cheque Medical Aid (Optional) and GEHS (employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital

REQUIREMENTS : Grade 12 (Senior Certificate); Bachelor Degree in Dietetics Certificate of registration with HPCSA plus. Current registration with HPCSA (2023). A minimum of three (3) years' experience as a Dietician; Proof of current and previous work experience endorsed by Human Resource/Delegated person. 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, supervision of nutrition advisers, communication, motivation, decision making and problem solving skills and knowledge

DUTIES : To provide nutritional counselling 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 educate other health care professionals on update Guidelines/ policies of nutritional issues. To make recommendations with regards to procedures for the effective functioning of the dietetic department.
<u>ENQUIRIES</u>	:	Dr FS Idika (Medical Manager Services) Tel No: (034) 9822111 EXT 5921
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100 OR be hand delivered at Human Resource Office no 9
<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 completed in full and 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. African Males are encouraged to apply due to employment equity target.
<u>CLOSING DATE</u>	:	07 July 2023
<u>POST 21/685</u>	:	<u>OPTOMETRIST REF NO: NMH/OPT/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum
<u>CENTRE</u>	:	Niemeyer Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and Bachelor's degree of Optometry. An appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist. Current registration with HPCSA as an Optometrist (2023/2024). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service) will only be requested to shortlisted candidates. Grade 1: No experience after registration with HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with HPCSA in the Relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with HPCSA in the Relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Experience and Competencies Required: A sound knowledge of clinical theory, practice and ethics relating to the delivery of optometry services within a clinic and district hospital setting.

Ability to work in a multidisciplinary team. Knowledge of optimal use of equipment and resources. Knowledge of relevant health and safety policies, regulations and acts Sound communication, interpersonal, problem solving, teaching and training skills.

DUTIES

: Rendering of Eye-care Services in a health-care setting in adherence to the scope of practice and health protocols. Ensure that provision of optometric services are in line with legal and ethical standards. Manage and provide comprehensive diagnostic and therapeutic optometric services. Formulate, Implement, monitor and evaluate optometrist policies, protocols and procedures for the unit in order to comply with the required standards for the purpose of provision of high quality optometrist services are conducted to patient needs. Co-ordinate community outreach programmers and participate in continuous professional developmental activities. Maintain adequate treatment records and statistics. To perform optometrists for the purpose of examination, diagnosing and treatment of eye conditions as per Optometrist scope of practice. Execute all optometric procedures completely to prevent complications and exercise safeguarding of all consumables and equipment. Knowledge of Batho-Pele principles and Patients right charter in the execution of all duties for effective service delivery as per guidelines and protocols. To ensure availability of optometric equipment's and the maintenance of the equipment. Inspect and use equipment, professionally to ensure that they comply with safety standards. Develop protocols to ensure that the optometric services comply with the required prescripts.

ENQUIRIES

: Dr. SB Nkosi Tel No: (034) 331 3011

APPLICATIONS

: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980.

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Equity Target: 1ST Male African, 2nd Male Indian and 3rd Female Indian.

CLOSING DATE

: 10 July 2023

POST 21/686

: **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT OFFICER) REF NO: MURCH- 28/2023**
Re-Advertisement

SALARY

: R359 517 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE

: Murchison Hospital

REQUIREMENTS

: Grade 12 / Matric certificate, National Diploma in Environmental Health Registration with HPCSA as an environmental practitioner. Current registration with HPCSA as environmental health practitioner. One year Community Service in Public Sector. Valid driver's license. Recommendation: 3-5 years of experience as an Environmental Health Practitioner in Public Sector. Knowledge, Skills and Competencies: Bill of Right. Occupational Health and

- Safety Act KwaZulu Natal Health Act. National Health Act. Batho Pele. Conflict Management. Organizational Influencing. Computer literacy. Relationship Management
- DUTIES** : Manage health care waste (including its budgets) for the entire catchment of the institution including waste from the clinics. Ensure that all HCRW is weighed and recorded. Ensure that all HCRW has tracking system. Keep proper records and waste manifest for all HCRM streams. Establish and coordinate all activities of all institutional waste management committee including implementing committee resolution and liaise with institutional management and district office on all such activities. Report to Institutional Management on the status of HCRW management. Report to District Management on status of HCRW Management. Ensure the implementation of all waste management principal, policies, legislation and standards. Enforce compliance to waste segregation, containerization, storage and transportation. Enforce compliance to all HCRW norms and standards. Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implantation. Submit waste management plan to institutional management for approval. Submit waste management plan to district management for approval. Oversee and train all staff involved in waste management activities. Identify training needs and conduct in-service training as required.
- ENQUIRIES** : Mr Ramharakh Tel No: (039) 6877311 ext. 124
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer, P/Bag X701 Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 07 July 2023
- POST 21/687** : **FINANCE MANAGEMENT OFFICER REF NO: GJGM20/2023 (X1 POST)**
Component: Finance Department
- SALARY** : R294 321 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : Grade 12/ STD 10/ Matric Certificate plus: National Diploma/ Degree in B com/ Finance Management Cost and Management Accounting, Taxation, Financial Administration and Auditing. Three to Five (3 – 5) years' experience in Finance Management component (Budget & Expenditure). Recommendations: Valid

driver's licence code 8/10. Computer literacy in MS office certificate. Knowledge, Skills & Competencies: Knowledge and understanding of Public Finance Management service, Treasure Regulations, Supply Chain Management, HR prescripts and Policies. Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the Department. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and communication skills o In-depth knowledge of the basic Accounting System and PERSAL Ability to deal with all levels of staff organising, planning, problem solving and team building skills Supervisory, communication and interpersonal skills. Ability to work under pressure and meet required deadlines Ability to prioritize issues and comply with time frames.

DUTIES

: Authorize commitments, payments, debts and Journals on BAS. Allocate budget to NSI's stock replenishment, HR related items and travelling and booking for accommodation. Ensure that payments are processed within 30 days of receipt of invoice. Draw expenditure reports and analyse expenditure trends within the hospital responsibility. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget. Monitor and access finance staff performance as per EPMDS requirements. Participate and make inputs in budget meetings. Monitor spending trend and institute corrective measures e.g. journaling process and virements. Clear suspense account and maintain debts files. Provide effective and efficient budget expenditure management with the institution. Draw report on BAS, analysis and interpretation of expenditure report and provide variances reasons. Consolidate monthly and quarterly and annual financial reports and CEO packs. Develop and implement register for payment and other related correspondences. Develop and implement register for payment and other related correspondences. Identify risk and institute control measures to minimize financial risk in all departments. Prepare and submit the monthly payment vouchers to Head Office Voucher control. Training, develop and monitor staff in order to improve service delivery. Carry-out all responsibilities delegated by Manager.

ENQUIRIES
APPLICATIONS

: Mrs TN Khumalo (Deputy Director: Finance) Tel No: (032) 4376003
: 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

FOR ATTENTION
NOTE

: Mr. T Latha
: 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). 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 (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. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-

cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
07 July 2023

CLOSING DATE

POST 21/688

HUMAN RESOURCE PRACTITIONER: STAFF RELATIONS REF NO: PSH 22/ 2023 (X1 POST)

SALARY

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

CENTRE REQUIREMENTS

Port Shepstone Regional Hospital (Obstetrics Unit)
Matric/Senior Certificate. Degree/National Diploma in Human Resources Management/Human Sciences/Public Administration/ Public Management/ Labour Law. Recommendations for the Post: Unendorsed code 8 drivers' license. Experience in Labour Relations will be an added advantage. PERSAL Course/s. Knowledge, Skills and Competencies Required. Sound knowledge of Human Resource Management with emphasis on Staff Relations. In-Depth knowledge of relevant prescripts. Good verbal communication, presentation and report writing skills. Computer literacy with knowledge of the PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision making skills. Ability to maintain a high level of confidentiality.

DUTIES

Maintain the functioning of Staff Relations in the institution to ensure the provision of high quality services. Participate in the formulation and review of Staff Relations Standard Operating Procedures and strategies to ensure that current SOP's used are in line with the latest Acts, policies and Regulations. Maintain a database for Staff Relations and an efficient administration. Supervise subordinates' key performance areas by setting and monitoring performance. Assist with the identification of training gaps and ensure implementation of in-service training programme. Attend to all referred grievances, misconducts, conflicts and disputes resolutions. Investigate and preside over disciplinary hearings. Update HR Staff Relations records and registers and maintain proper filing system. Prepare Staff Relations reports. Collect and analyse Staff Relations statistics and conduct Staff Satisfaction Surveys. Promote orderly collective bargaining within the institution. Order stock, report faults and process replacements and repairs of machinery and equipment.

ENQUIRIES APPLICATIONS

Mr KJ Msenti Tel No: (039) 688 6130
should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. Or 11 – 17 Bazley Street Port Shepstone 4240

FOR ATTENTION NOTE

Mr. ZM Zulu
Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. Applicants are encouraged to utilise courier services. (only short listed candidates will be requested to submit proof of qualifications and other related documents). Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE

07 July 2023

POST 21/689

HR: PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PLANNING REF NO: PSH 37/ 2023 (X1 POST)

SALARY

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

CENTRE REQUIREMENTS

Port Shepstone Regional Hospital
Matric/ Grade 12. Degree / National Diploma in Human Resources/Human Sciences/ Public Administration/ Public Management/ Human Resource Development. Recommendation: Experience in Human Resources Development. Valid Driver's license. Computer literacy- MS Office (Word,

		Excel, Outlook & PowerPoint). Knowledge, Skills and Competencies Required. Good verbal, communication and negotiation skills. PERSAL system. Knowledge and understanding of Skills Development Acts and other related acts. Collecting and analyzing data for statistical purposes.
<u>DUTIES</u>	:	Perform duties as a Skills Development Facilitator of the institution. Ensure proper and full implementation of EPMDs. Manage and maintain a database of Human Resource Development and Planning training programmes which include: bursaries, internships, tertiary trainings programme, medical elective, skills audit and personal development plan. Coordination of Training, orientation and re orientation. Implementation of Grade progression to all qualifying staff. Develop and implement Human Resources Planning. Develop and implement Employment Equity Plan and Work Place Skills Plan. Compile training statistics and compile QMR. Provide logistics for in service training. Management and processing of Improved Qualification. Render effective advisory services to management and employees in the hospital. Provide and perform secretarial duties for IHETD committee and all HR Planning and Development related meetings. Check and approve transactions on Persal and ensure effective and efficient record keeping.
<u>ENQUIRIES</u>	:	Mr. LI Hlabe Tel No: (039) 688 6197
<u>APPLICATIONS</u>	:	should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240. Or 11 – 17 Bazley Street Port Shepstone, 4240
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. NB: Applicants are encouraged to utilise Courier Services. (only short listed candidates will be requested to submit proof and other related documents). 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
<u>CLOSING DATE</u>	:	07 July 2023
<u>POST 21/690</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: PMMH/SCMP/L&W/01/2023 (X2 POSTS)</u> Sub-Component: Logistics and Warehouse Management
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07). Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital
<u>REQUIREMENTS</u>	:	Qualification: Degree/ National Diploma in Supply Chain Management/ Cost & Management Accounting/Financial Management/ Financial Accounting/Public Management/ Public Administration. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Experience: 1-2 years clerical/ administrative experience in Supply Chain Management division. Recommendation: Valid EB Driver's License (Code 8). Knowledge, Skills Training and Competencies Required: Knowledge of all SCM prescripts applicable to your work environment. Proven knowledge of Stores and Warehouse Management of the public health facility. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Human Resources Management prescripts applicable to your work environment. Computer Literate with proficiency in MS Office Software Application and BAS. Project Management Skills will serve as an added advantage. Ability to adhere to policies and practices/ ability to keep abreast of work related developments. Ability to apply technical/ professional knowledge and skills in immediate work area.
<u>DUTIES</u>	:	Manages stores or warehouse where all stocks are kept. Receive and analyze requests for required goods and place orders for items which are not held in stock. Verify all received goods for quality and quantity against ordering documents and make a follow up if the delivery conditions reflected on the order form are not complied with. Supervise and undertake logistical support

services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and ensure the maintenance of the register of suppliers. Ensure that all stocktaking of all assets in stock is conducted at least once a year. Ensure integrated Human Resource Management. Ensure implementation of policies relating to your area of responsibility and comply with the National Core Standards. Ensure timeous submission of credible SCM in year reports as prescribed from time to time. Supervise human resources/staff. Allocate and ensure quality work/ Personnel development / Assess staff performance/ Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Mr. C.D Zuma Tel No: (031) 907 8311
 : applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 2nd Floor white application box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION
NOTE**

: MR. M.F Mlambo
 : Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH/MO/INTEMED/01/2023. No registered mail and faxed applications will be considered. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.) (Persons with disabilities from all designated race groups, African male, Coloured male, Indian Female/ male and White Female/Male are encouraged to apply for the post)

CLOSING DATE

: 07 July 2023

POST 21/691

: **SUPPLY CHAIN CLERK- SUPERVISOR REF NO: PHO 07/2023**

SALARY

: R294 321- R343 815 per annum (Level 07). Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Pholela Community Health Centre
 : Senior certificate (Grade 12) or equivalent qualification plus. 3-5 Clerical/administration experience in Supply Chain Management Component. Recommendation: Bachelor's Degree or National Diploma in Supply Chain Management/ Financial Management/ Public Management or equivalent qualification. Knowledge, Skills training and competencies, knowledge of all SCM prescripts and practice notes applicable to your work environment. Proven knowledge of stores and warehouse management of public health facility. Knowledge of public finance management act and treasury regulations. Knowledge of human resource management prescripts related to your work environment. Computer literacy with proficiency in MS Office software applications. Knowledge of BAS reports [budget expenditure]. Ability to work pressure and meet deadlines. Good understanding of contracts management.

DUTIES

: To ensure implementation of policies relating to your area of responsibility and comply with the National Core Standards. Develop and implement risk

management plan as outlined on the Institution Risk Plan. Ensure compliance with monthly returns to District and Head Office. Ensure timeous submission of credible SCM in year reports as prescribed from time to time. To monitor the procurement planning process of the institution. Ensuring goods and services are procured in line with the adherence to Supply Chain Management Policies and Procedures. Liaise with services providers regarding queries. Ensure proper receipt and issuing of stock according to laid down procedures. Develop, train and monitor staff in line with PMDS in order to improve service delivery. Follow up on outstanding orders and that RIDV template is updated on daily. Implement performance indicators in the SCM unit. Maintain control mechanism in SCM. Maintain effective and efficient utilization of all allocated resources. Identify risk and develop fraud and corruption strategy. Compile and submit requirement periodic reports timeous to Head Office. Ensure control and management of all assets and inventory. Ensure the SCM unit is functioning efficiently and smooth to support service delivery.

- ENQUIRIES** : Ms. LP Sibetha Tel No: (039) 8329488/9491
- APPLICATIONS** : Direct your application quoting the relevant reference number to: Acting 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 08/2022. 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 representatives in all level of all occupational categories in the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 07 July 2023
- POST 21/692** : **SECURITY OFFICER SUPERVISOR REF NO: UMZ08/2023**
- SALARY** : R241 485 per annum (Level 06). 13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).
- CENTRE** : Umzimkhulu Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Security certificate (a minimum of one (1) year study) Grade B PSIRA certificate. 3 Years security Experience. Recommendation: Computer Literacy. A Valid driver's license. Firearm competency certificate. Knowledge, skills, training and competencies required: Knowledge of the access control procedures. Knowledge of measures for the control. Knowledge of prescribed security procedures (eg. MIS, NISA, Protection of information Act etc.) the authority for security officers under these documents. Knowledge of the relevant emergency procedures. Knowledge of Health and Safety standards. Criminal Procedures Act. Employment Equity Act, Knowledge on Security Management Act. Batho Pele. Verbal and written communication. Supervisory skills, Computer Literacy. Conflict Management. Interpersonal Relations. Good problem solving and team building skills.
- DUTIES** : Implement policies and procedures. Identify and report safety hazards. Perform risk assessment and give reports to the principal security officer. Implement

security measures in order to protect, patients and hospital clients. Take appropriate steps to prevent theft or loss of hospital property. Ensure that all shifts are well supervised. Ensure that all staff members and clients are well identifiable. Train and develop security personnel under your span of control. Conduct meetings. Conduct investigations and report to management. Monitor performance of private security and give immediate directive when is necessary. Follow up cases reported to SAPF and give feedback to management. Advise the management and head office on security issues. Update job description for the senior security officer.

**ENQUIRIES
APPLICATIONS**

: Mr. M.M. Nzimande Tel No: 039-2590 310, EXT: 108
: Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop Off in the application Box, Umzimkhulu Hospital

**FOR ATTENTION
NOTE**

: Mr. E.N. Bangani
: Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 07 July 2023

POST 21/693

: **FOOD SERVICE MANAGER REF NO: GTN 22/2023 (X1 POST)**

SALARY

: R241 485 – R281 559 per annum. Other Benefits: 13th Cheque, Medical aid(optional). Housing allowance Employee must meet Prescribe requirements

**CENTRE
REQUIREMENTS**

: Greytown Hospital
: Senior Certificate /Grade 12 3 years National Diploma/ Degree in Food Service Management/ food and beverage management/ Catering Management. Previous/ Current work experience (Certificate of Service endorsed and Stamped by HR will be required) (Only when Shortlisted). Recommendations. Valid driver's license, Computer Literacy (MS Office Programs). Knowledge, skills, Training and Competences required. Knowledge of Food procedures and guidelines. Operation of food service system, Nutrition, Menu Planning. Basic knowledge of human resource function. Knowledge of different types of therapeutic diets. Knowledge of food services equipment and kitchen layout. Food safety and HCCP Principles. Knowledge of infection control, hygiene and cleanliness. Knowledge of health and safety matters. Budgeting, costing of menu and development of standardized recipes. Good Verbal, written, communication and interpersonal skills.

DUTIES

: Implement Food service management principles, policies, and Standards. Oversee adherence to standards of service level agreements of service provider (PCK). Ensure health and safety working environment by controlling infections, food contamination, and staff personal hygiene, wearing of protective clothing and proper usage of equipment and cleaning chemicals. Develop food services policies and procedures and ensure that they are adhered to. Ensure the maintenance replacement and purchase of equipment. Ensure efficient, effective and economical utilization of resources allocated to the sub component including the development of staff. Oversee the whole food services operation from stock control, issuing, preparation and cooking of meals. Formulate and implement food service strategic plans and Quality

improvement plans. Make inputs in the planning of upgrading floor layout and equipment of the unit to achieve service efficiency. Ensure that all catering equipment is in working order and are serviced regularly. Plan and review menu cycles to provide nutritiously balanced diets that will enhance optimal health status of patients. Ensure that the food service budget is appropriately and efficiently utilized. Oversee the whole food service operation from stock control, issuing, preparation and cooking of meals following standardised recipes. Establish and coordinate all the activities of an institutional Food Service management. Train Food Service staff on Food service management best practices including IPC as well as Health and safety issues. Conduct Food Service patient satisfaction survey. Report on the Food Services issues to institutional Catering/food service Committee and all other relevant meetings. Implement HCCP (Food safety) Principle. Monitor functionality of Food Service equipment and report all faults to Maintenance section timeously. Monitor and evaluate the services of PCK supplier. Manage and supervise all employees that are involved in Food Service services section within the institution. Conduct weekly and Monthly stock taking for all consumables and non-consumables items and report deficiencies. Compile annual Food Service procurement plan and procure Food service Equipment and cutlery as well as goods and services stock as per plan to ensure adequate availability of food service stock for the facility. Perform any other Food Services management-related duties as may be delegated, required or directed to perform.

- ENQUIRIES** : Mr. M.R Mosikili Tel No: (033) 4139 400
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown,3250.
- FOR ATTENTION** : Mrs Z.J Ngobe
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). Failure to comply with the above instructions will disqualify the applicants. The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 07 July 2023
- POST 21/694** : **MEDICAL SPECIALIST 1/2/3 REF NO: MEDSPECSESS TRANSURG/1/2023 (X2 POSTS)**
 Department: Transplant Surgery
 Nature of Appointment: Sessional – Not exceeding 12 months; subject to annual review
- SALARY** : Grade 1: R585.00
 Grade 2: R667.00
 Grade 3: R772.00
 No of Sessions Per Week: 20 (Each Session is equivalent to 1 hour)
 Hourly Rate Per Session

- CENTRE REQUIREMENTS** :
- : Inkosi Albert Luthuli Central Hospital
 - : Tertiary Qualification equivalent to MBCHB. Current registration with HPCSA as a Medical Specialist in Surgery (independent practice). Experience in Renal Transplantation and/ or Access Surgery is a prerequisite. Recommendation: Previous experience in an accredited renal transplant unit with access surgery skills. Management experience will be an added advantage. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning of the Transplant Unit. The applicant will be expected to manage donor and recipient surgery as well as oversee the surgical access for dialysis patients on the transplant programme (adult and paediatric). Ability to perform appropriate specialised procedures, particularly kidney transplants and all access surgery. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. Good communication and supervisory skills. Ability to work within a team. Stress tolerance. Self-confidence. Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills.
- DUTIES** :
- : Management of Renal transplant programme for the province. Provide access to surgical services to patients on the transplant programme. Conducting of clinics, operating theatre, angioplasty lists and consultations with other disciplines. Drawing up of protocols for patient perioperative patient management. Conducting and supervising relevant research. Performing regular audits of the departmental activities. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical services at IALCH. Providing consultative/support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES APPLICATIONS** :
- : Dr SL Pillay Tel No: (031)2402431
 - : 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** :
- : 07 July 2023

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** :
- : Direct or hand deliver applications for all advertised posts to the address as indicated below: - Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200.
- FOR ATTENTION** :
- : Ms PN Mkhize
- CLOSING DATE** :
- : 07 July 2023
- NOTE** :
- : Reference is made to DPSA Circular No. 05 of 2022. The content of this circular must without delay be brought to the attention of all potential applicants.

Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disability. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency-based assessment, technical assessment, and to disclose financial interests in accordance with relevant prescripts. SMS Pre-entry certificate (Nyukela) is a prerequisite for appointment for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

<u>POST 21/695</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT REF NO. DSD1/04/2023HO</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Public Administration/ Management/ Social Science (NQF Level 7); A valid Driver's License; 5 years of experience at middle/senior managerial level in Office Management environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Basic Conditions of Employment Act; Employee Performance Management and Development System; Service Delivery Frameworks; Intergovernmental matters. Skills/ Core Competencies: Strategic Capability and Leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Team building/motivation; Policy analysis and development and Driving.
<u>DUTIES</u>	:	Ensure the provision of Executive Administration Support Services to the HoD. Provide support services to the Department's management committees. Manage HoD's Special Projects. Manage the provision of Inter-Governmental Relations function in the Department. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mrs. NI Vilakazi Tel No: (033) 264 5402

OTHER POSTS

<u>POST 21/696</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD2/04/2023HO</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Public Administration/ Management/ Social Science (NQF Level 7); A valid Driver's License; 3 to 5 years of experience junior management experience in Office Management. Knowledge: Constitution of the Republic of South Africa; Public Service Act;

Public Service Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Basic Conditions of Employment Act; Employee Performance Management and Development System; Service Delivery Framework; Inter-Governmental matters. Skills: Change Management; Analytical thinking; Team Building; Development and research; Interpersonal relations; Presentation; Conflict Management; Financial Management; Project Management; Leadership and Driving.

DUTIES : Manage administrative services within the office of the Head of Department. Manage and prepare draft submissions to the Cabinet on behalf of the Head of Department. Coordinate and monitor the HoD's Specific Projects. Manage liaison between the HoD, the Ministry and other business units of the Department. Manage the resources of the Sub-Directorate.

ENQUIRIES : Mrs. NI Vilakazi Tel No: (033) 264 5402

POST 21/697 : **DRIVER/MESSENGER REF NO: DSD01/03/2023OCEAN; DSD02/03/2023UMLAZI (X2 POSTS)**

SALARY CENTRE : R171 537 per annum (Level 04)
: Oceanview Child and Youth Care Centre and Umlazi Child and Youth Care Centre

REQUIREMENTS : Qualifications: Grade 10, 7-12 months experience in driving. Knowledge:- Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g petrol) and obtain basic services (e.g. fixing 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 requirements for the storage of the vehicle; knowledge of the procedures to ensure that the motor vehicle is maintain properly; Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. Skills: Language; Writing; Computer Literacy; Driving; Communications; Interpersonal; Planning; Organizing.

DUTIES : Drive light and medium vehicles to transport passengers and deliver other items (mail and documents) Do routine maintenance on the allocated vehicle and report defects timely; complete all the required and prescribed records and logs books with regards to the vehicle and goods handled. Render a clerical support/ messenger service in the office.

ENQUIRIES : Ms NSA Ngcemu Tel No: (031) 468 5415

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex.
- FOR ATTENTION** : Mr. JS Ndala, HR Provisioning
- CLOSING DATE** : 13 July 2023
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

OTHER POSTS

- POST 21/698** : **CHIEF QUANTITY SURVEYOR GRADE A: PROJECTS IMPLEMENTATION REF NO: V3/236**
- SALARY** : R990 747 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years' relevant post-qualification (after completing qualification) experience. Planning and organising skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literate. Valid Drivers license.
- DUTIES** : Manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408

- POST 21/699** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: V3/239**
- SALARY** : R811 560 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: B Degree or Equivalent in Real Estate or Property Management. Five (5) years' relevant post-qualification (after completing qualification) experience. Strong policy development-, research and analytical skills. Knowledge of statistical research methods. Ability to collate detailed information. Strategic planning, organisational and problem solving skills. Well developed financial and project management skills. Well developed written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal and networking skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.
- DUTIES** : Direct and manage the implementation of property administration functions. Manage land affairs and Immovable Asset Register. Manage leases. Manage Municipal Accounts. Manage use of utilities. Execute HR performance management.
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/700** : **ENGINEER PRODUCTION GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: V3/244**
- This is a re-advertisement of Ref No. T6/175 previously advertised on the Departmental website and City Press of 4 December 2022. Interested applicants should re-apply.
- SALARY** : R795 147 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/701** : **ARCHITECT PRODUCTION GRADE A: PROJECTS IMPLEMENTATION REF NO: V3/237**
- SALARY** : R687 879 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification)

		experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.
<u>ENQUIRIES</u>	:	Mr KM Mathebula Tel No: (013) 766 5408
<u>POST 21/702</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: V3/238</u>
<u>SALARY</u>	:	R687 879 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Customise quantity surveying and cost norms/standards for all schools. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.
<u>ENQUIRIES</u>	:	Mr KM Mathebula Tel No: (013) 766 5408
<u>POST 21/703</u>	:	<u>ARCHITECT PRODUCTION GRADE A: INFRASTRUCTURE PLANNING REF NO: V3/245</u>
<u>SALARY</u>	:	R687 879 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.
<u>ENQUIRIES</u>	:	Mr KM Mathebula Tel No: (013) 766 5408

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.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	07 July 2023
<u>NOTE</u>	:	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. Please Note: 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). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

ERRATUM: Kindly note that the posts were posted in Public Service Vacancy Circular 18 dated 26 May 2023, the post of Radiographer Grade 1 (H A Grove Hospital; Nkangala District) (Replacement) with Ref No: MPDoH/May/23/336 and the post of an Operational Manager Nursing (PN-B3): PHC (Replacement) (Arhmburg Clinic; Gert Sibande District) with Ref No: MPDoH/June/23/374, the posts has been withdrawn.

OTHER POSTS

<u>POST 21/704</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/23/380</u>
<u>SALARY</u>	:	R1 288 095 - R1 427 352 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Carolina Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2023). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner 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 licence. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the

implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

- ENQUIRIES** : Mr. 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.
- POST 21/705** : **MANAGER: PHARMACEUTICAL SERVICES (REPLACEMENT) REF NO: MPDOH/JUNE/23/381**
- SALARY** : R1 197 150 - R1 288 095 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Ermelo Hospital (Gert Sibande District)
: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2023.). Minimum of nine (9) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.
- DUTIES** : Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Program. Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the

training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.

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.

POST 21/706 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (REPLACEMENT) REF NO: MPDOH/JUNE/23/382**

SALARY : R990 066 - R1 145 748 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Rob Ferreira Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2023). Minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOP's, policies and health systems. Innovative in the improvement of pharmaceutical care services. Plan and organize own work of subordinates to allow smooth flow of pharmaceutical services. Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.

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.

POST 21/707 : **MEDICAL OFFICER GRADE 1 (REPLACEMENTS) REF NO: MPDOH/JUNE/23/384 (X2 POSTS)**

SALARY : R906 540 - R975 738 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Mapulaneng Hospital (Ehlanzeni 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.

POST 21/708 : **MEDICAL OFFICER GRADE 1-3: (REPLACEMENT) REF NO: MPDOH/JUNE/23/385**

SALARY : R906 540 - R1 491 627 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Piet Retief Hospital (Gert Sibande 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. **Grade 1:** 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. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council 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.
<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>POST 21/709</u>	:	<u>DENTIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/23/386</u>
<u>SALARY</u>	:	R880 521 – R975 738 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Pit Retief Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dentist. A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.
<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>POST 21/710</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENTS) REF NO: MPDOH/JUNE/23/390 (X4 POSTS)</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Buffelspruit Clinic, Oakley Clinic (Ehlanzeni District), Kwaggafontein CHC and Wolwekraal Clinic (Nkangala District)
<u>REQUIREMENTS</u>	:	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 (2023 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

<u>DUTIES</u>	: 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. : 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.
<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>POST 21/711</u>	: <u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JUNE/23/391</u>
<u>SALARY</u>	: R627 474 – R724 278 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Botleng Ext 6 CHC (Nkangala District) : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023 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.
<u>DUTIES</u>	: 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.
<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.

POST 21/712 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC (REPLACEMENT) REF NO: MPDOH/JUNE/23/392**

SALARY : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Lillydale Clinic (1) (Ehlanzeni District)
: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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.

POST 21/713 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY (REPLACEMENT) REF NO: MPDOH/JUNE/23/393**

SALARY : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : KwaMhlanga Hospital (Nkangala District)
: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols.

		Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<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>POST 21/714</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JUNE/23/396 (X3 POSTS)</u>
<u>SALARY</u>	:	R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Botleng Ext 6 CHC (Nkangala District) 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) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<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>POST 21/715</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1: MENTAL HEALTH SERVICES REF NO: MPDOH/JUNE/23/398 (X2 POSTS)</u>
<u>SALARY</u>	:	R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mbombela (Nelspruit) 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 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 paediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations,

		developmental delays, etc. is be expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	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.
<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>POST 21/716</u>	:	<u>RADIOGRAPHER GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/23/399</u>
<u>SALARY</u>	:	R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2023). Grade 1: SA Qualified employees: None 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 of whom it is not required to perform Community Service, as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.
<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>POST 21/717</u>	:	<u>PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING WITH MIDWIFERY REF NO: MPDOH/JUNE/23/417 (X18 POSTS)</u>
<u>SALARY</u>	:	R293 670 – R409 275 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Botleng CHC (Nkangala District)
	:	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). Grade 1: A minimum of 1-10 years appropriate/ recognizable experience in

nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of ten (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.

POST 21/718 : **PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING (REPLACEMENTS) REF NO: MPDOH/JUNE/23/419 (X2 POSTS)**

SALARY : R293 670 – R409 275 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Embalenhle Ext 14 Clinic (Nkangala District) and Islington Clinic (Ehlanzeni 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 (2023). Grade 1: 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.

POST 21/719 : **PARAMEDIC GRADE 1 – 4 REF NO: MPDOH/JUNE/23/430 (X11 POSTS)**

SALARY : R290 943 - R851 655 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Nelspruit EMS Station (X5 Posts) (Ehlanzeni District)

		Ermelo EMS Station (X3 Posts) (Gert Sibande District) Witbank EMS Station (X3 Posts) (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care / Bachelor of Health Sciences in Emergency Medical Care. Current registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic or an Emergency Care Practitioner. Must be in possession of a valid code C1 driver's licence with an unendorsed PrDP.
<u>DUTIES</u>	:	Oversee and ensure operational readiness for emergency calls. Provide pre-hospital emergency medical care. Render assistance to Basic Life Support and Intermediate Life Support personnel as required. Perform Helicopter Emergency Medical Services duties. Undertake inter-facility patient transfers. Liaise with hospitals regarding authorization of transfers. Oversee ordering and issuing of drugs in accordance with HPCSA Clinical Practice Guidelines. Render Quality Assurance and Quality control in EMS. Oversee and assist with in-service training. Provide advice on the application of best practices in Emergency Medical Services. Market and maintain a positive public image for Mpumalanga Emergency Medical Services.
<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>POST 21/720</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/JUNE/23/432 (X2 POSTS)</u>
<u>SALARY</u>	:	R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Botleng Ext 6 CHC (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<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.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 07 July 2023
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and 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). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 21/721** : **DEPUTY DIRECTOR: ASSET AND TRANSPORT MANAGEMENT REF NO: 2023/ACSR84/NW (X1 POST)**
Chief Directorate: Financial Management
(Supply Chain Management)
- SALARY** : R811 560 per annum (Level 11) (all inclusive), annual package
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A Three (03) year tertiary qualification (Degree/Diploma) in SCM logistics, Transport, Asset Management and any other equivalent qualification. Five years (05) experience in transport and asset management which three 3 years must be at Assistant Director Level in the SCM/Asset/Transport Management environment. A valid driver's license. Knowledge: Knowledge of Government systems (Walker and BAS systems, BAUD system). Computer literacy (MS Word, MS Excel). Demonstrated and in-depth knowledge of the legislative environment applicable to government supply chain management in relation to

<u>DUTIES</u>	:	asset and transport management; the development, implementation and monitoring of related policies and procedures; excellent financial. Develop policies, operational plans and implement risk management strategies, provide adequate and effective supply chain services to the department in the following areas: Asset Management and transport including asset planning, procurement, receipt, barcoding, recording and verification of assets. Maintenance of the asset register, compiling submissions for the write off of assets. Management of loss control committee and ensuring assets disposals. Transport Management which includes managing departmental vehicles including (white fleet) servicing, repairs, management of log-sheets, licensing, procurement and accidents reports. Investigate fruitless and wasteful expenditure. Compile reports for the Loss Control Secretariat regarding penalties on log-sheets and misuse of state vehicles. Management of the subsidy vehicles which includes, needs analysis, coordinating applications, monitoring and controlling submissions of logbooks and claims to the service provider. Providing monthly, quarterly, and annual reports on assets management and transport. Provide inputs into the interim and annual financial statements. Ensure reconciliation and update of the asset register. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms S. Pitso Tel No: (018) 388 4136
<u>POST 21/722</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION MEC SUPPORT REF NO: 2023/ACSR85/NW (X1 POST)</u> (Office Of The MEC)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all inclusive), annual package Head Office, Mmabatho A Three (03) year tertiary qualification (Degree/national Diploma) in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum five (05) years relevant experience of which 03 years must be at Assistant Director level / Junior Management level. A valid Driver's License. Competencies: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration skills (Verbal & Written). Negotiation skills. Report Writing skills. Presentation skills. Computer literacy. Problem solving skills.
<u>DUTIES</u>	:	Provide operational leadership for administrative support services in office of Executive Authority (#A). Plan, coordinate, organise and facilitate provision of registry and frontline and customer care services. Plan, co-ordinate and supervise driver/messenger and food aid services in the office of the Executive Authority. Render logistical support services for meetings and related activities. Assist office of the Executive Authority with role playing on stakeholder service.
<u>ENQUIRIES</u>	:	Mr Itumeleng Mgorosi Tel No: (018) 388 2810
<u>POST 21/723</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF. NO: 2023/ACSR86NW (1 POST)</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (All Inclusive) (Level 11) Head Office, Mmabatho A Three (03) year tertiary qualification (Degree/National Diploma) is Social Work or Psychology or equivalent relevant qualification. Registration with the South African Council for Social Services Professionals (SACSSP) or the Health Profession Council of South Africa (HPCSA). Five years (05) knowledge and experience in employee health and wellness of which three 03 years must be at Assistant Director Level or equivalent, in a role related to integrated health and wellness. A valid driver's license Knowledge Knowledge of employee health and wellness, strategic framework in the public service. Occupational Health and Safety Act (OHS) and Compensation for Occupational Injuries and Diseases Act (COIDA) People management and empowerment skills. Analytical skills. Client orientation and customer focus. Good research and report writing skills. Counselling skills and conflict management skills Computer literacy.
<u>DUTIES</u>	:	Develop policies and programs to address Health promotion as well as health and productivity management related issues. Develop policies and programs for SHERQ for purpose of optimal health and safety of employees. Develop

		<p>policies and programs for HIV and AIDS, STI and TB in the workplace as stipulated by Government framework. Provide counselling services for the management of psychosocial services. Represent the Department at various fora. Provide support to departmental Directorates in rendering a professional EAP service. Manage the sub-directorate</p>
<u>ENQUIRIES</u>	:	Mr Thapelo Mpuisang, Tel: 018 3882739
<u>POST 21/724</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY LIBRARIES REF NO: 2023/ACSR87/NW (X1 POST)</u> Directorate: Library, Information and Archives Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all inclusive), annual package
	:	Head Office, Mmabatho
	:	A Three (03) year tertiary qualification (Degree/National Diploma) in Library and Information Science/Information Studies or an equivalent relevant qualification. Five years' (05) knowledge and experience in Library services of which three (03) years should be at supervisory level in community library services or related services. A valid driver's license. Knowledge: Knowledge of Public Service policies and standards i.e. Batho Pele, PFMA and Regulations, Basic Conditions of Employment Act, Employment Equity Act, Public Service Act and Regulations. Knowledge of library and information services, policy formulation, functioning of Local Municipalities, planning and reporting. Good communication skills, Computer skills. Problem solving skills. Supervisory and good interpersonal relations skills
<u>DUTIES</u>	:	Manage the district libraries functions. Maintain partnerships with Local Municipalities and other institutions who are partners to the Directorate. Manage the human and financial resources in the community libraries sub-directorate programmes. Participate in the activities of management of the directorate, Chief Directorate and the Department
<u>ENQUIRIES</u>	:	Ms Tinyiko Sempe Tel No: (018) 388 2797
<u>POST 21/725</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 2023/ACSR88/NW (X1 POST)</u> Directorate: Arts and Culture
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all inclusive), annual package
	:	Head Office, Mmabatho
	:	A Three (03) year tertiary qualification (Degree/National Diploma) in Language Studies or Language Management or relevant equivalent qualification. A minimum of five (05) years' experience preferably in a language environment of which three (03) years should be at an Assistant Director level or equivalent level. A valid driver's license. Knowledge: Knowledge of at least two official languages of the North West Province. Understanding of law government functions and knowledge of Public Service Policies. Financial insight and knowledge of the MTEF of government and the implementation thereof. Good interpersonal, communication (verbal and written) and leadership skills. Computer Literacy.
<u>DUTIES</u>	:	Manage and co-ordinate language development, policy, planning, promotion, translation and editing (especially in the official language of the province). Manage the implementation of government policy and any new legislation related to language services. Manage and implement the strategic planning and budgeting process. Ensure an environment where the protection and advancement of language rights is omnipresent. Manage the translation, proofreading, linguistic and stylistic correction of documents. Facilitate the establishment of Language Desks in all departments and municipalities. Manage liaison with government departments, municipalities and structures such as PLC, DeafSA, Publishing House and PanSALB. Manage the compilation and maintenance of a language data bank. Ensure the submission of regular reports. Handle external enquiries pertaining to the work of the Sub-directorate. Management of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms N. Zahela Tel No: (018) 3882815
<u>POST 21/726</u>	:	<u>SERVICE POINT MANAGERS REF NO: 2023/ACSR89/NW (X1 POST)</u> (Rustenburg Service Point)
<u>SALARY CENTRE</u>	:	R527 298 per annum (Level 10)
	:	Bojanala District: Rustenburg Service Point

<u>REQUIREMENTS</u>	:	A 03 year National Diploma or Bachelor's degree in Social Sciences or Management or equivalent qualification. At least three (03) to five (5) years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programme. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Mr ARP Sekati Tel No: 014 5948500
<u>POST 21/727</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2023/ACSR90/NW (X1 POST)</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A Three (03) year tertiary qualification (Degree/National Diploma) in the field of field of Human Resources Management or Public Administration with 3-5 years' experience in the field of Recruitment and Selection or Human Resource environment. PERSAL Certificate in personnel and administration (PERSAL). Knowledge and understanding of management of the establishment will serve as an added advantage. Knowledge: Knowledge of policy development and formulation. Understanding of relevant HR prescripts, such as Skills Development Act, Public Service Act, Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and other related prescripts. Good written and verbal communication skills. Presentation skills. Interpersonal relations and conflict resolution skills.
<u>DUTIES</u>	:	Support effective recruitment, selection and appointment of competent human resources in the Department. Attend to shortlist and interview meetings and advise management on recruitment and selection process. Be responsible for the HR provision, i.e. recruitment and selection, appointments, transfer, verification of qualification and applications. Secretariat function at interview, reference checks, etc. Address Human Resource Management queries to ensure correct implementation of Human Resource Management practices. Ensure correct implementation of departmental/Public Service policies and practice. Develop, refine and maintain database and reports on recruitment, selection and appointments. Investigate, analyse, benchmark and interpret legislation and prescripts and other HR-related issues to promote an effective human resource environment. Induct new employees into the organisation. Conduct exit interview and assess the impact of recruitment and selection process. Oversee and manage persal transactions. Management of the unit.
<u>ENQUIRIES</u>	:	Ms W. Jacobs Tel No: (018) 3882729
<u>POST 21/728</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 2023/ACSR91/NW</u> Library Services Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Mmabatho, Head Office
<u>REQUIREMENTS</u>	:	A Three (03) year tertiary qualification (Degree/National Diploma) in Library and Information Science/ Information Studies. 3 years relevant experience in cataloguing and classification. Knowledge and experience of online cataloguing module. Good communication and interpersonal skills. Knowledge of Public Service policies and standards i.e. Batho Pele, PFMA and

		Regulations, Basic Conditions of Employment Act, Employment Equity Act, Public Service Act and Regulations. Knowledge of library and information services, policy formulation, functioning of Local Municipalities, planning and reporting. Good communication skills, Computer skills. Problem solving skills. Supervisory and good interpersonal relations skills.
<u>DUTIES</u>	:	Cataloguing and classification of library resources. Maintaining the online database. Developing and review of a cataloguing procedure manual. Keeping abreast with developments in the cataloguing and classification field. Quality control catalogued and classified in the NW Library Services. Supervision of the processing and dispatch Unit Participate in the Directorate and Departmental activities.
<u>ENQUIRIES</u>	:	Mr I. L. Segone Tel No: (018) 388 3962
<u>POST 21/729</u>	:	<u>SPORT PROMOTION OFFICER REF NO: 2023/ACSR92/NW</u> Ngaka Modiri Molema District
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Ngaka Modiri Molema District- Ratlou Service Point
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's Degree in in Sport Management or equivalent qualification and relevant experience in the field. Computer literacy Knowledge of sport and recreation activities. A valid driver's licence would serve as an advantage. Experience in the operation of federations, sports and recreation transformation charter, as well as sport and recreation legislation framework. Knowledge of programmes. Honesty, loyalty and commitment. Innovative. Good Interpersonal relations. Conflict management, negotiation, coordination and communication skills.
<u>DUTIES</u>	:	Coordinate the establishment of and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented. Mentor and/CDOs.
<u>ENQUIRIES</u>	:	Ms T Naphakade Tel. (018) 3811414
<u>POST 21/730</u>	:	<u>SENIOR ARCHIVISTS REF NO: 2021/ACSR93/NW (X1 POST)</u> Directorate: Arts and Culture
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Matric Certificate plus Bachelor of Administration/BA UED/B. Information Degrees or National Diploma in Archives Studies, majored in History/Political Science/Public Administration/Information and/or Teaching Science. Computer Literacy. Valid Drivers' Licence
<u>DUTIES</u>	:	Conduct records management inspection in Government bodies. Conduct training in records management. Appraise and dispose records classification systems. Develop records management policy and registry procedure manuals for governmental bodies.
<u>ENQUIRIES</u>	:	Mr FK Mkhize Tel No: (018) 388 3986
<u>POST 21/731</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: 2023/ACSR94/NW (X1 POST)</u> Ngaka Modiri Molema District
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Ngaka Modiri Molema District Office, Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications. Secretarial qualification or equivalent. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy Skills: Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills.
<u>DUTIES</u>	:	Provide and maintain access and security of information and document. Manage incoming and outgoing information of the office. Render administrative and secretarial support to the managers when required. Administer an on-line and physical diary of the manager, manage information and data on behalf of the manager. Plan and schedule day to day tasks of the manager. Manage

telephone calls and convey messages. Organize meetings/workshops/conferences and functions. Draft coherent submissions, executive reports, memoranda and letters. Type and edit correspondence. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of the manager including travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks. Accompany/attend meetings with the manager and compile minutes and reports. Perform administrative duties pertaining to office affairs. Support the manager's budget. Provide a professional reception service to internal and external guests and clients. Perform any other duties as will be required by the office.

ENQUIRIES : Ms T Naphakade Tel No: (018) 3811414

POST 21/732 : **LIBRARY ASSISTANT REF NO: 2023/ACSR95/NW (X2 POSTS)**
(Logagane Library)
These are fixed term contracts ending on the 31st of March 2024, which are reviewed annually based on performance and availability of funds.

SALARY : R202 233 per annum (Level 05), Plus (37% in lieu of benefits)
CENTRE : Ngaka Modiri Molema District: Ratlou Local Municipality (Logagane Library)
REQUIREMENTS : Grade 12 Certificate. Computer literacy.
DUTIES : Register new members and renew membership. Circulation of library books i.e issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material. Participate in planning and implementing of reading awareness Programmes. Perform general administration work, keeping daily statistics of library usage, filling of correspondence. Receiving new consignments and manning storeroom.

ENQUIRIES : Mr. L Mapholo, Cell: 084 609 0170

POST 21/733 : **DRIVER / MESSENGER REF NO: 2023/ACSR96/NW**
Office Of The MEC

SALARY : R171 537 per annum (Level 04)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : An ABET literacy qualification with minimum of 1 – 3 years' experience as a Driver/Messenger. Good communication skills. Good interpersonal relations. A valid driver's license.

DUTIES : Collect and distribute all documents for the Department. Render administrative support function in the office. Transport officials/employees of the Department when required. Operate and maintain assigned vehicle.

ENQUIRIES : Mr T. Mpuisang Tel No: 018 3882739

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

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- POST 21/734** : **DIRECTOR: PEOPLE DEVELOPMENT**
Directorate: People Development
- SALARY** : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Public Management/Human Resources or related field as recognized by SAQA with at least 6 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a people development/management environment. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to provide a vision and set direction to meet the strategic objectives and inspire others to deliver the Chief Directorate's mandate. The ability to think strategically and analytically. Ability to set targets and to monitor, evaluate and adapt where necessary. Ability to manage projects with multiple stakeholders and to identify, successfully initiate and develop new projects. Knowledge of Public Service Regulatory Framework. Possesses public relations skills, negotiation and facilitation skills as well as presentation and public speaking skills. Open-minded and able to accommodate diverse views. Ability to respond fast, decisively, and appropriately to rapidly changing situation. Computer literate in MS Office and familiar with online tools for effective communication.
- DUTIES** : Facilitate and ensure the development, implementation, monitoring and evaluation of the People Development strategy. Ensure the development, implementation, monitoring and evaluation of the Workplace Skills Plan (WSP) by conducting skills audits, compiling the Departmental WSP. providing input to related strategic planning documentation and completion of quarterly and health annual training reports. Managing the placement of community service programmes interns for health professionals Plan and co-ordinate the implementation of the Expanded Public Works Programmes (EPWP). Ensure the facilitation and implementation of Generic People Development and Training Programmes. Facilitate the allocation and contract management of full-time and part-time bursaries for the Department. Facilitate the recruitment of learners for learnerships, various type of Internship programmes, Adult Education and Training courses. Facilitate and monitor the provision of leadership and management training. Facilitate the management of the People Development Centre (PDC) People Development Information Systems and e-Learning.
- ENQUIRIES** : Ms B Arries Tel No: (021) 483-3373
- 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** : 07 July 2023

OTHER POSTS

<u>POST 21/735</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 887 363 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Lentegeur Hospital and catchment area and ecosystems (This is a joint appointment with the University of Cape Town and the University of Stellenbosch)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. Willingness to work overtime. Fluency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Demonstrated experience of engagement at all levels of care. Appropriate experience in conducting and supervising research. Appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.
<u>DUTIES</u>	:	Plan, organise, lead and influence the catchment area ecosystems clinical and corporate governance. Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur Psychiatric Hospital, and the Lentegeur Catchment Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating highest standards of service delivery, research and teaching (Psychiatric and MDT) in the LGH in the Lentegeur Catchment. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated Universities regulations which oversees the provision of related teaching and research outputs; Conduct relevant research. Head the Clinical Psychiatric services of Lentegeur Hospital and provide clinical leadership to the Lentegeur Catchment (strategic planning, monitoring and evaluation) and supervisory management of the Department. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes within the catchment area. Provide an effective psychiatric consultation service and outreach to the Lentegeur Hospital Catchment Areas/ Sub-districts. Be accountable to the CEO of Lentegeur Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform clinical and operational as required.
<u>ENQUIRIES</u>	:	Mr W Caesar Tel No: (021) 370-1401
<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>	:	07 July 2023
<u>POST 21/736</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum (A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime). Plus a non-pensionable rural allowance of 22% of basic salary
<u>CENTRE</u>	:	Beaufort-West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine.

Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Family Medicine. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated family medicine services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes.

DUTIES : Specialist family medicine care to patients (all age groups) at Beaufort-West Hospital and at selected outreach sites in the Central Karoo district. Participate in clinical governance of a growing integrated district family medicine health service. Teaching and clinical supervision of junior and allied health practitioners, generalists and medical students within the Central Karoo District.

ENQUIRIES : Dr A Van Rooy Tel No: (023) 414-8200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 : 07 July 2023

POST 21/737 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (CARDIOTHORACIC SURGERY)**

SALARY : Grade 1: R1 214 805 per annum
 Grade 2: R1 386 069 per annum
 Grade 3: R1 605 330 per annum
 (A portion of the package can be structured according to the individual's personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

CENTRE : Red Cross War Memorial Children's Hospital (RCWMCH), Rondebosch and University of Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Cardiothoracic Surgery. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Cardiothoracic Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Inherent requirement of the job: Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). Valid Driver's Licence. Competencies (knowledge/skills): Extensive experience as the primary surgeon in all core operations in the field of Paediatric and complex Congenital Cardiothoracic Surgery such as Systemic-to-pulmonary Arterial Shunts, Neonatal Coarctation, Obstructed Total Anomalous Pulmonary Venous Drainage, Arterial Switch Operation, and emergency paediatric

thoracic procedures in keeping with a tertiary/quaternary level of service. Post-specialist qualification experience in all modern aspects of Paediatric Cardiothoracic Surgery. Capability in the clinical environment and able to manage people having good interpersonal skills. Competence in training junior surgeons and mentoring their academic careers. Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation, and equity.

- DUTIES** : The person appointed to this position will assume responsibility as an independent consultant in cardiothoracic surgery reporting to the Head of Clinical Unit at RCWMCH. Perform, or assist and train more junior staff in all paediatric cardiothoracic surgery procedures. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables, and equipment. Conduct and supervise clinical research in conjunction with the Head of Clinical Unit and Head of Division.
- ENQUIRIES** : Prof T Pennel Tel No: (021) 404-5021, Email address: tim.pennel@uct.ac.za, Dr V Pillay Tel No: (021) 658-5788, Email address: vashini.pillay@westerncape.gov.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. 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. 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** : 07 July 2023
- POST 21/738** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Rural Health Services
- SALARY** : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Accounting or related field. Experience: Extensive experience in Supply Chain Management in a Health Care Environment. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Inherent requirements of the job: Valid (code B/EB) driver's licence Excellent communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyse statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management.
- DUTIES** : Provide strategic management and leadership, as member of George Hospital senior management team. Ensure effective Supply Chain Management including, demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning. Contract Management. Preparation and reporting of financial statements.
- ENQUIRIES** : Mr M Vonk Tel No: (044) 805-4533
- 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** : 07 July 2023

<u>POST 21/739</u>	:	<u>CLINICAL PSYCHOLOGY (INTERN) (X23 POSTS)</u> (01 January 2024 until 31 December 2024) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R645 129 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Various Institutions
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Honours degree in Psychology. Successful completion of the theoretical part of the master's degree in clinical psychology. Registration with a professional council: Registration with the Health Professionals Council of South Africa (HPCSA) as a Clinical Psychology Student. Inherent requirement of the job: Registration with HPCSA as a Clinical Psychology Intern by 1 January 2024. -Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Achievement of training standards set by the HPCSA and SA Professional Board of Psychology. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills.
<u>DUTIES</u>	:	In- and outpatient clinical assessment, psychological treatment and formulating of psychiatric conditions in adults and children. Outreach and support to district and community health clinics. -Ward work will comprise of a range of psychiatric diagnoses, as well as medical wards, intellectual disability and forensic services. -Conducting psychometric assessments including comprehensive neuro-psychological, personality and developmental evaluations. -General and clinical administrative tasks. -Participation in the academic training program of the departments of Clinical Psychology.
<u>ENQUIRIES</u>	:	Ms B Beukes Tel No: (021) 815-8749
<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. Shortlisted candidate will be required to submit a comprehensive Curriculum Vitae; 3 referee reports and an Interim Supervisors' report; Identity Document, a Matric certificate, Academic transcripts and an HPCSA registration certificate as Psychology Student on the day of interview. All applicants should indicate their preference for these 3 available training sites: Training Site A (Groote Schuur, Red Cross Children's Memorial, Valkenberg and Alexander Hospital) Training Site B (Tygerberg and Stikland Hospital) Training Site C (Lentegeur Hospital). -Applicants may be placed at other institutions, depending on the availability of posts. The applicant should indicate their preference on the online application portal. All shortlisted candidates will be expected to submit a reflective task prior to the interview. Will be expected of successful candidates to provide their yearend final supervisor's report if you are selected to the Intern program. The interns will be exposed to different service areas, including community and district services. No payment of any kind is required when applying for this post. All short-listed candidates will be expected to submit a reflective task prior to the interview. It will be expected of successful candidates to provide your yearend final supervisor's report if you are selected to the Intern program.
<u>CLOSING DATE</u>	:	07 July 2023
<u>POST 21/740</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY: MATERNITY) NIGHT DUTY</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R627 474 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse i.e., annual licensing receipt for 2023. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work shifts, weekends and public

holidays, on day and night duty when required Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Public sector. 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. Computer literacy.

DUTIES : The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional / legal framework. Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms M Holland Tel No: (021) 659-5550
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 : 07 July 2023

POST 21/741 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Garden Route District

SALARY : R627 474 per annum
CENTRE : Sedgefield Clinic, Knysna/Bitou Sub-district
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. 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 Curative Skills in Primary Health Care (R48). Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e., Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource 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. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES : Ms PM Peters Tel No: (044) 302-8400
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 : 07 July 2023

POST 21/742 : **PHARMACIST (INTERNSHIP) (X22 POSTS)**
 01 January 2024 until 31 December 2024

SALARY : R398 544 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Various Institutions
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC

as a Pharmacist (Intern). Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist (Intern). Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work accurately under pressure and maintain a high standard of professionalism. Computer literacy. Good interpersonal and communication skills. Knowledge of and ability to comply with applicable Pharmacy legislation, National and Provincial Health policies.

DUTIES : Adherence to policies, procedures and expenditure control. All duties will be performed under the direct supervision of a Pharmacist. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of Public health. Effective medicine supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Quality Management by demonstrating compliance with National Core Standards, Occupational Health & Safety control and good Pharmacy practices.

ENQUIRIES : IT enquiries: Mrs C Veldman Tel No: (021) 815 8839, e-mail address: Cindy.Veldman@westerncape.gov.za, Technical enquiries: Ms D Frieslaar, Tel No: (021) 483 6197, e-mail address: Denise.Frieslaar@westerncape.gov.za / Mr R Mitchell, Tel No: (021)483-2644, e-mail address: Ricardo.Mitchell@westerncape.gov.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. 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. 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). A comprehensive CV with referral letters from 3 referees. A cover letter which indicates 5 institutions of preference, but the applicant may be placed at other institutions depending on availability. If the applicant does not select 5 institutions their application will not be considered. Accommodation during internship will not be provided. All short-listed candidates will undergo a technical competency test. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. The interviews will take place via MS Teams.

CLOSING DATE : 07 July 2023

POST 21/743 : **PODIATRIST: GRADE 1 TO 3**

SALARY : Grade 1: R359 622 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Podiatrist (BSc Podiatry or equivalent). Registration with a Professional Council: Registration with the HPCSA as a Podiatrist. Inherent requirements. Willingness to work as an active member of a multidisciplinary team looking after people with diabetes as well as being able to integrate into the greater hospital team. Experience: **Grade 1:** None after registration with the HPCSA as a Podiatrist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Podiatrist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Podiatrist in respect of South African qualified employees.

A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (Knowledge/Skills): Experience in dealing with foot problems in people with diabetes, as well as other diseases or problems affecting the feet. Knowledge of all principles of podiatric medicine, including a strong understanding and management of foot biomechanics. Good working knowledge to integrate into multiple medical disciplines requiring access to podiatric care such as vascular surgery, orthopaedics, dermatology and rheumatology. Sound working knowledge of basic and advanced wound care. Understanding of vascular medicine (willing to upskill in this area). The following specific skills are essential: Orthotic design, specifically digital orthotic design; Padding and strapping; Ability to use compression, where applicable; Use of doppler and Excellent hand techniques and skill in managing nail pathology, and debridement.

DUTIES : The management of foot problems in people with diabetes admitted to Groote Schuur Hospital or attending the Diabetes Centre at Groote Schuur Hospital. Participation in outreach activities. The management of foot problems related to other diseases. Support of primary level care clinics, district and secondary level hospitals for matters relating to foot problems, especially in people with diabetes. Training of students, nurses and doctors, including teaching on courses run by the Division of Endocrinology. Participation in audit and quality improvement research in the Division of Endocrinology. Attendance at, and regular contribution to, academic meetings of the Division of Endocrinology, and the Department of Medicine.

ENQUIRIES APPLICATIONS : Prof Joel Dave Tel No: 021 404 2135, Email: Chantal.stuart@uct.ac.za
: 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 on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 07 July 2023

POST 21/744 : **CHIEF INDUSTRIAL TECHNICIAN: GENERAL ENGINEERING**
Chief Directorate: Emergency and Clinical Support Service

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Forensic Pathology Services, Observatory Forensic Pathology Institute
: Minimum educational qualification: National Diploma in Mechanical or Mechatronics Engineering (T-stream) or (equivalent qualification). Experience: Appropriate experience in refrigeration, air conditioning and heavy current electrical systems. Appropriate experience of the repair and maintenance of electrical and mechanical equipment. Appropriate experience in automation and automated guided systems. Appropriate experience in managing, planning and organising maintenance schedules on equipment. Appropriate experience in building, maintenance and management systems. Inherent requirements of the job Valid (Code B/EB) driver's licence. Do standby duties and handle after-hour callouts. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability and experience to fault-find and repair equipment, compile technical specifications for equipment and adhere to all legal requirements, protocols, and procedures. Computer literate (Excel, MS Word and Outlook). Computer and software skills with smart tech, such as automated guided systems comprising maintenance management systems.

DUTIES : Render a quality electrical, mechanical and building service to the institution. Administrative duties in a structured manner. Control of scheduled services to the institution. Provide and maintain technical backup and support to the institution. Involved in procurement, supply chain and contract management. Responsible for diagnosing, troubleshooting, repairing, and maintaining mechanical and electrical systems.

ENQUIRIES : Mr K R Jones Tel No: (021) 836-0968

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 : 07 July 2023

POST 21/745 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
West Coast District

SALARY : R294 321 per annum
CENTRE : Vredenburg 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 (KPA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Appropriate experience and skills in LOGIS, BAS and EPS/WCSEB. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Extensive knowledge and experience of Bas and LOGIS Reconciliations. Ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, SHAREPOINT, ESL, CLINICOM BAS and EPS). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : Effective and efficient management of procurement processes, Inventory control, warehouse management and Asset Management processes. Perform LOGIS system controller functions. Ensure audit compliance, as well as handle audit queries with regard to SCM. Accurate and timeous monthly reporting, as well as compilation of annual/interim financial statements. Responsible for inspections, support visits and training in Saldanha Sub District. Ensure sound labour practices are executed and implemented. Relieve and support to supervisor.

ENQUIRIES : Ms J Basson Tel No: (022) 709-7276
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 : 07 July 2023

POST 21/746 : **ARTISAN PRODUCTION: GRADE A TO C (AIR CONDITIONING AND REFRIGERATION)**

SALARY : Grade A: R220 533 per annum
Grade B: R258 753 per annum
Grade C: R 299 361 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Refrigeration). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid Code EB/EC drivers' licence. Perform standby duties and overtime as required. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): A practical working knowledge in the electrical field especially in the maintenance and repairs of air-conditioning and refrigeration. Keeping abreast with new techniques and materials. Knowledge of the Occupational Health and Safety Act. Demonstrable computer literacy in at least MS Word and Excel. Supervisory skills. Ability to write reports.

DUTIES : Perform routine and preventative inspections, maintenance repairs, maintain buildings. Assist to manage outsourced contracts and drawing up of minor contract specifications. Assist with the control of the workshop budget, stocktaking, ensure safekeeping and ordering of tools and materials. Assist with the Human resource management of staff, compilation of reports, statistics, and general administration. Assist with supervising the artisan assistant, tradesman aids and interns. Manage workshop and staff when needed, in the absence of a Foreman.

ENQUIRIES : Mr ID Fortuin Tel No: (021) 938-6504

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo a practical test.
- CLOSING DATE** : 07 July 2023
- POST 21/747** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Overberg District
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum
Overberg District Office
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. Inherent requirement of the job: Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy (MS Word and Excel). Good interpersonal relations, communication and organisational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Clearing Asset and Liabilities and Debt Account accounts transactions. Drawing and capturing of Journals. Capturing and processing of payments on receipt of invoice. Compliance to the PFMA, NTR’s and Departmental Finance Instructions and circulars. Administer and control Petty Cash payments. Batching, filing and safekeeping of supporting documentation. All administration support, within Finance Component.
- ENQUIRIES APPLICATIONS** : Ms P Lamohr Tel No: (028) 214-5839
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
07 July 2023
- POST 21/748** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum
Vredenburg Hospital, Saldanha Bay Sub-district
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 Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Physically able to lift/move heavy objects and supplies. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS).
- DUTIES** : Maintain and update asset register. Procure assets and services on EPS. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update, bar-coding and maintenance of equipment. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.
- ENQUIRIES APPLICATIONS** : Ms JE Basson Tel No: (022) 709-7276
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
07 July 2023
- POST 21/749** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Overberg District
- SALARY** : R202 233 per annum

CENTRE : Caledon 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 Supply Chain Management, focusing on Warehousing on a computerised system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience with the LOGIS system, Warehouse Management functions. Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment.

DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users. Perform relief duties as well as support to supervisor as required.

ENQUIRIES : Mr G Bucchianeri Tel No: (028) 814-3771

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 07 July 2023

POST 21/750 : **ADMINISTRATION CLERK: SUPPORT (SUPPLY CHAIN MANAGEMENT) (WAREHOUSE) (X2 POSTS)**
West Coast District

SALARY : R202 233 per annum

CENTRE : Sonstraal Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and warehousing on a computerised system. Inherent requirement of the job: Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Valid (Code B/C1/EB) drivers' licence. Valid PDP (must be valid at the time of the closing of the post). Must be physically fit and able to load/unload heavy goods/equipment. Willingness to perform overtime duties. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehouse and Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment.

DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain Systems (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete and submit monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users Assist colleagues in Supply Chain Management component.

ENQUIRIES : Mr B Cornelissen Tel No: (022) 487-9289

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 : 07 July 2023

POST 21/751 : **ADMINISTRATION CLERK: FINANCE/ADMIN (INCOME/ADMISSIONS) (CASHIER)**
West Coast District

SALARY : R202 233 per annum

<u>CENTRE REQUIREMENTS</u>	:	Vredenburg Hospital
	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience. Inherent requirement of the job: Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge and skills): Knowledge of Clinicom/BAS systems. Good communications and interpersonal skills and able to work under pressure. Computer literacy (MS Word, Excel, Outlook (e-mail).
<u>DUTIES</u>	:	Clearing of Medscheme and Inter response Accounts. Capturing of receipts and deposit of state monies/ Banking of state monies. Compiling and capturing of all Bas transactions. Handling of face value forms. Support to Admissions and Fees department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms DM Philander Tel No: (022) 709-7276
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	07 July 2023
<u>POST 21/752</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ORDER/BUYER)</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum
	:	Sonstraal Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and warehousing on a computerised system Inherent requirement of the job: Written and verbal communication skills in at least two of the three official languages of the Western Cape. Valid (Code B/C1/EB) drivers' licence. Must be physically fit and able to load/unload heavy goods/equipment. 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. Knowledge of the LOGIS (Logistical Information System) and EPS would be advantageous.
<u>DUTIES</u>	:	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 telephonic and written enquiries from suppliers (companies) and user departments. Ensure all transactions comply with the legislative requirements. Provide effective support to supervisor and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Cornelissen Tel No: (022) 487-9289
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	07 July 2023
<u>POST 21/753</u>	:	<u>ADMINISTRATION CLERK: WARDS (SUPPORT)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum
	:	Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-district
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and basic knowledge in office administration, financial and procurement administration. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to relieve other wards clerks/office of the Nursing Manager and work above your normal hours when required. Willingness to work flexitime/shifts and on weekends. Good verbal, as well as written communication skills in at least two

- of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literate (MS Office package, e-mail, and internet). Ability to work under pressure and in a team environment.
- DUTIES** : The provision of an administrative system to manage the activities of the Operational Nursing Unit. Order and control stock and equipment to provide a safe environment to prevent safety hazards. Providing operational support to Nursing Unit Adhere to the code of conduct and display the core values of the Department of Health WCG in the execution of duties. Maintain self-development. Operate and ensure the office equipment is in good working order e.g., fax machine, copiers and projectors.
- ENQUIRIES** : Ms PJ Cornelissen Tel No: (044) 203-7203
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 07 July 2023
- POST 21/754** : **SOCIAL AUXILIARY WORKER: GRADE 1 TO 3**
West Coast District
- SALARY** : Grade 1: R174 702 per annum
Grade 2: R205 770 per annum
Grade 3: R244 443 per annum
- CENTRE** : Sonstraal Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Inherent requirement of the job: Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Skills and knowledge of working within a hospital/medical setting and skills in psycho-social assessments. Skills and knowledge of substance use and grief management. Sound knowledge of relevant community resources and computer literacy. Good interpersonal, written and communication skills.
- DUTIES** : Undertake psychosocial assessments, refer to appropriate resources, care plan for patients. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow up. Provide appropriate feedback to multi-disciplinary team. Undertake training as required. Facilitate and participate in educational and awareness programmes.
- ENQUIRIES** : Ms IE Cilliers Tel No: (021) 815-8332
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on 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".
- CLOSING DATE** : 07 July 2023
- POST 21/755** : **FOOD SERVICES SUPERVISOR**
West Coast District
- SALARY** : R171 537 per annum

CENTRE REQUIREMENTS : Citrusdal Hospital
: Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate catering and food services experience in an industrial Food Service unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays. Valid code EB driver's licence. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of hygiene and safety procedures. The incumbent must be able to work independently and under pressure. Knowledge and skills of procurement practices. Report writing and numerical skills.

DUTIES : Supervision of operational requirements within food service unit. Responsible for ensuring quality control and risk management. Responsible for the human resources function in relation to the food service component. Assist with the finance aspects relating to the food services component. In house training of food services team in all aspects relating to daily tasks.

ENQUIRIES APPLICATIONS : Mr SP Cupido Tel No: (022) 921-2153
: To the Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION NOTE CLOSING DATE : Mr SP Cupido
: No payment of any kind is required when applying for this post.
: 07 July 2023

POST 21/756 : **GENERAL WORKER STORES**
West Coast District

SALARY CENTRE REQUIREMENTS : R125 373 per annum
: Sonstraal Hospital
: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a Stores environment. Appropriate experience of transporting goods. Inherent requirement of the job: Valid (Code B/C1/EB) drivers' licence. Valid PDP (must be valid at the time of the closing of the post). Must be physically fit and able to load/unload heavy goods/equipment. Willingness to do standby for the transporting of store stock after hours (weekends and public holidays). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently and in a team. Ability to work in a physically demanding environment.

DUTIES : Assist Warehouse Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required. Assist Supervisor with ad-hoc tasks.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE : Mr B Cornelissen Tel No: (022) 487-9289
: The Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
: Mr D Pekeur
: No payment of any kind is required when applying for this post.
: 07 July 2023

POST 21/757 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R125 373 per annum
: Kraaifontein Community Health Centre
: Minimum requirement: Basic numeracy and literacy. ABET (be able to read and write). Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties; and rotate in different departments according to operational needs and requirements. Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment e.g., polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleansing agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Attend training sessions where applicable.

ENQUIRIES : Ms V Liebenberg Tel No: (021) 987-0080
APPLICATIONS : The People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Mr C Davids
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 July 2023

POST 21/758 : **CLEANER (X2 POSTS)**
West Coast District

SALARY : R125 373 per annum
CENTRE : Louwville (X1 Post)
Laingville Clinics (X1 Post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Cleaning experience. Inherent requirements of the job: Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices.

DUTIES : General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean clinic grounds, clean windows and walls). Effective and efficient utilization and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Support Waste management Maintain a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

ENQUIRIES : Ms AR Louw Tel No: (022) 709-5066
APPLICATIONS : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Ms DI Links
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 July 2023