



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2019
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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).
- 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.

AMENDMENTS

GAUTENG: DEPARTMENT OF EDUCATION: Kindly note that the post of Assistant Director: Safe School Management (X3 Posts), for Johannesburg East District with Ref No: JE2019/08/20, Ekurhuleni North District Ref No: EN2019/08/21, Gauteng North District Ref No: GN2019/08/22, advertised in Public Service Vacancy Circular 28 dated 02 August 2019, The Requirements should read as follows: A three year Teaching qualification (REQV 13) or equivalent, a three year qualification (Degree or Diploma) relating to Emergency Services, Disaster Management, Safety and Policing. Proven experience in School Safety Committees, the development, promotion and implementation of School safety programmes and as per GDE School Safety Strategy, linking of schools to local police station (Adopt a Cop programme) and outreach programmes focusing on Gangsterism, Teenage pregnancy, Bullying, Drug and Substance abuse will be an added advantage. Good Communication skills, knowledge of applicable legislations and regulations in public education and capability to report verbally and in writing. A valid driver's license are a pre- requisite. And the post of Deputy Director: Internal Communication with Ref No: HO2019/08/29 and Assistant Director: Conditions of Service with Ref No: GW2019/08/19 have been withdrawn. Assistant Director:

Dispute Management with Ref No: HO2019/08/15, should have been advertised as (X4 Posts). **KZN-DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that all posts for KZN- Department of Social Development that were advertised on Public Service Vacancy Circular 28 Dated 02 August have been withdrawn. **EASTERN CAPE: DEPARTMENT OF PUBLIC WORKS:** Kindly note that the post of Works Inspectors (X2 Posts): Buildings – OR Tambo Regional Office (Mthatha), with Ref No: DPW 16/07/2019 advertised in Public Service Vacancy Circular 21 dated 14 June 2019, The Requirements should read as follows: A Bachelor's Degree/ National Diploma in Buildings/ N3 Environment/ N3 and passed trade test in Buildings environment. A valid driver's license. 2 years' experience in built environment and computer. **DEPARTMENT OF ENVIRONMENTAL AFFAIRS:** Kindly note that the Post of Director Coastal Biodiversity Research with Ref No: OC22/2019 advertised in Public service Vacancy Circular 28 dated 02 August 2019 with the closing date of closing 19 August 2019, Note the changes in the Requirements include: Extensive experience in developing and managing marine research programmes. Knowledge and understanding of marine sciences in the region with an ability to integrate across science and policy interfaces. A proven track record of science management output, including science-based policy development. While changes in the Duties include: Provide strategic and operational scientific leadership and direction in national, regional and international coastal and marine biodiversity research activities. Develop, coordinate and manage programmes to address science to policy knowledge gaps in South Africa. Compile and develop recommendations for environmental management of South African and related marine ecosystems. Mentor, train and develop junior scientists with emphasis on internal staff and students.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
COOPERATIVE GOVERNANCE	A	04
DEFENCE	B	05 - 15
ENVIRONMENT FORESTRY AND FISHERIES	C	16 - 17
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	D	18 - 21
GOVERNMENT TECHNICAL ADVISORY CENTRE	E	22 - 23
HEALTH	F	24 - 28
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	G	29 - 31
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES	H	32 - 33
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	34 - 38
LABOUR	J	39 - 41
NATIONAL SCHOOL OF GOVERNMENT	K	42 - 44
OFFICE OF THE CHIEF JUSTICE	L	45 - 46
OFFICE OF THE PUBLIC SERVICE COMMISSION	M	47 - 48
PUBLIC SERVICE AND ADMINISTRATION	N	49 - 51
TRADE AND INDUSTRY	O	52 - 54
WATER AND SANITATION	P	55 - 59

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	Q	60 - 71
FREE STATE	R	72
GAUTENG	S	73 - 104
KWAZULU NATAL	T	105 - 134
LIMPOPO	U	135 - 152
MPUMALANGA	V	153 - 169
NORTH WEST	W	170 - 172
WESTERN CAPE	X	173 - 192

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta47@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: (012) 811 1900
- CLOSING DATE** : 06 September 2019
- NOTE** : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

- POST 29/01** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: 26578/01**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National diploma/Bachelor's degree in Public Administration/Financial Management/Supply Chain Management or equivalent qualification. 3 to 5 years' experience in supply chain management/procurement. Generic competencies: Developing others. Project Management. Service delivery innovation. Problem solving and decision-making. Client orientation and customer focus. Communication. Technical competencies: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e LOGIS and BAS. Tender and contract administration. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.
- DUTIES** : The successful candidate will perform the following duties: Coordinate, review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee, Compile bid documents, Publish tender invitations, Receive and open bid documents. Coordinate, review and update the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest, receive, evaluate and adjudicate the expressions of interest, update the database of approved suppliers. Coordinate, review and source quotations from service providers in the database according to the threshold values determined by the National Treasury.
- ENQUIRIES** : Ms K. Gulston Tel No: (012) 334 0561

DEPARTMENT OF DEFENCE



CLOSING DATE : 30 August 2019

NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). 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 29/02 : **FOOD SERVICE AID REF NO: SAAF/06/19/01**

SALARY : R102 534 per annum (Level 02)

CENTRE : 68 Air School Pretoria.

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. 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 the 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 D. Seshoka Tel No: (012) 672 5039, WO2 E. Letea Tel No: (012) 672 5048.

APPLICATIONS : Department of Defence, 68 Air School, PO Box 15088, Lyttelton, 0140 or maybe hand delivered to 68 Air School, Trichardt road, Lyttelto, Pretoria

POST 29/03 : **FOOD SERVICE AID REF: SAAF/06/19/02 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTER : Air Force Mobile Deployment Wing, Valhalla
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. 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 the 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 : LT Col M.F. Sibiyi Tel No: (012) 351 2564, Maj T.N. Qwakele Tel No: (012) 351 2663

APPLICATIONS : Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or maybe hand delivered to Air Force Mobile Deployment Wing, Trichardt Road, Valhalla, Pretoria.

POST 29/04 : **GROUNDSMAN II REF NO: SAAF/06/19/03 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Base Makhado, Limpopo.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

ENQUIRIES : WO1 T.A. Matshisevhe Tel No: (015) 577 2029, Mr M.D Mamburu Tel No: (015) 577 2199.

APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920 or maybe hand delivered to Air Force Base Makhado, Braambos.

POST 29/05 : **GROUNDSMAN REF NO: SAAF/06/19/04**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Base Hoedspruit, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Private Bag X504 Hoedspruit 1380 or maybe hand delivered to Air Force Base, Hoedspruit Military Base.

POST 29/06 : **GROUNDSMAN REF NO: SAAF/06/19/05**

SALARY : R102 534 per annum (Level 02)
CENTRE : 68 Air School, Pretoria

- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : Maj V. Ngalo Tel No: (012) 672 5039. WO2 E. Letea Tel No: (012) 672 5048.
- APPLICATIONS** : Department of Defence 68 Air School, PO Box 15088, Lyttleton 0140 or maybe hand delivered to 68 Air School, Trichardt road, Lyttelton, Pretoria
- POST 29/07** : **GROUNDSMAN REF NO: SAAF/06/19/06**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Air Force Base Waterkloof, Pretoria
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : F Sgt S. Maseko Tel No: (012) 627 3063. Capt W.L. Maswanganye Tel No: (012) 672 3064
- APPLICATIONS** : Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Air Base Waterkloof, Solomon Mahlangu Drive/Trichardt Road, Lyttelton.
- POST 29/08** : **GROUNDSMAN REF NO: SAAF/06/19/07**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Air Force Mobile Deployment Wing, Valhalla.
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : Lt Col M.F. Sibiyi Tel No: (012) 351 2663. Maj N. Qwakele Tel No: (012) 351 2564.
- APPLICATIONS** : Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or maybe hand delivered to Air Force Mobile Deployment Wing, Valhalla, Pretoria.
- POST 29/09** : **GROUNDSMAN II REF NO: SAAF/06/19/08 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Bloemspruit (VASTRAP), Upington.
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : WO1 R.D. Bekker Tel No: (054) 456 0001/2
- APPLICATIONS** : Department of Defence, Vastrap Weapons Range, PO Box 619, Upington 8800.

POST 29/10 : **GROUNDSMAN REF NO: SAAF/06/19/09**

SALARY : R102 534 per annum (Level 02)
CENTRE : 10 Air Depot, Pretoria.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Catain D.J Daffue Tel No: (012) 684 2227. WO1 J. Reitz Tel No: (012) 684 2262
APPLICATIONS : Department of Defence, 10 Air Depot, Private Bag X1032, Thaba Tshwane, 0143 or maybe hand delivered to 10 Air Depot, Thaba Tshwane, Pretoria

POST 29/11 : **GROUNDSMAN REF NO: SAAF/06/19/10**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Maj F.G. Fatyi, Tel No: (051) 405 6310. WO2 M.P. Mosedi, Tel No: (051) 405 6050.
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemspruit 9364 or maybe hand delivered to Air Force Base Bloemspruit, Masealpoort road, Bloemfontein.

POST 29/12 : **GROUNDSMAN REF NO: SAAF/06/19/11 (X5 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Overberg, Western Cape
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Maj M.M. Januarie Tel No: (028) 425 4031. WO1 J. Mentoor Tel No: (028) 425 4034.
APPLICATIONS : Department of Defence, Air Force Base Overberg, Private Bag X14, Bredasdorp 7280 or maybe hand delivered to Air Force Base Overberg, Bredasdorp.

POST 29/13 : **CLEANER REF NO: SAAF/06/19/12 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Base Makhado, Limpopo.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : WO1 T.A. Matshisevhe Tel No: (015) 577 2029. Mr M.D Mamburu Tel No: (015) 577 2199.

APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920 or maybe hand delivered to Air Force Base Makhado, Braambos.

POST 29/14 : **CLEANER REF NO: SAAF/06/19/13 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02)
: Air Force Base Ysterplaat, Western Cape.
: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Capt C. Kewana Tel No: (021) 508 6331. WO1 B.A. Jefferies Tel No: (021) 508 6209

APPLICATIONS : Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425 or maybe hand delivered. To Air Force Base, Ysterplaat, Piet Grobler Street, Ysterplaat

POST 29/15 : **CLEANER REF NO: SAAF/06/19/14 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02)
: SA Air Force College, Pretoria.
: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Maj N.J. Vena Tel No: (012) 351 5054, Capt M.L. DU Plessis Tel No: (012) 351 5172

APPLICATIONS : Department of Defence, SAAF College, Private Bag X1008, Thaba Tshwane, 0143.or SA Air College, Johannes Koch Street, Thaba Tshwane.

POST 29/16 : **CLEANER REF NO: SAAF/06/19/15**

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02)
: Air Force Base Durban, KwaZulu-Natal
: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Capt B.M. Legogola Tel No: (031) 450 4883, WO1 M.G. Wakhaba Tel No: (031) 450 4821

APPLICATIONS : Department of Defence, Air Force Base Durban, P.O. Box 1120, Amanzimtoti 4125.or maybe hand delivered to Air Force Base Durban, Old Durban International Airport.

POST 29/17 : **CLEANER REF NO: SAAF/06/19/16 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02)
: Air Force Base Bloemspruit, (Vasrap)
: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES APPLICATIONS : WO1 R.D. Bekker, Tel No: (051) 456 0001/2
: Department of Defence, Vastrap Weapons Range, PO Box 619, Upington 8800.

POST 29/18 : **CLEANER REF NO: SAAF/06/19/17**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Base Hoedspruit, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Lt Col N.F Mazula Tel No: (015) 799 2924/2387, Capt M.D. Maqashalala Tel No: (015) 799 2826.

APPLICATIONS : Department of Defence Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380 or maybe hand delivered to Air Force Base, Hoedspruit Military Base.

POST 29/19 : **CLEANER REF NO: SAAF/06/19/18**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFS Port Elizabeth, Eastern Cape.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Capt A.Mbiza Tel No: (041) 505 1498, WO1 N.N.P. Jojwana Tel No: (041) 505 1164

APPLICATIONS : Department of Defence, AFS Station Port Elizabeth, Private Bag X6018, Port Elizabeth 6001 or maybe hand delivered to AFS Port Elizabeth, Willow Drive, Forest hill, Port Elizabeth.

POST 29/20 : **CLEANER REF NO: SAAF/06/19/19**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Base Overberg, Western Cape.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : WO2 J. Mentoor Tel No: (028) 425 4031, Maj M.M Januarie Tel No: (028) 425 4034.

APPLICATIONS : Department of Defence Air Force Base Overberg, Private Bag X14, Bredasdorp, 7280 or maybe hand delivered to Air Force Base Overberg, Bredasdorp or maybe hand delivered to Air Force Base Overberg, Bredasdorp

POST 29/21 : **CLEANER REF NO: SAAF/06/19/20**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Base Waterkloof, Pretoria.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : F Sgt S. Maseko Tel No: (012) 627 3063, Capt W.L. Maswanganyi Tel No: (012) 672 3064

APPLICATIONS : Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or maybe hand delivered to Air Force Base Waterkloof, Solomon Mahlangu Drive, Pretoria.

POST 29/22 : **CLEANER REF NO: SAAF/06/19/21**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Mobile Deployment Wing, Valhalla
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

APPLICATIONS : Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137 or maybe hand delivered to Air Force Mobile Deployment Wing, Trichardt road, Valhalla, Pretoria

ENQUIRIES : Lt Col M.F. Sibiya, Tel No: (012) 351 2663.Maj N. Qwakele, Tel No: (012) 351 2564.

POST 29/23 : **CLEANER REF NO: SAAF/06/19/22 (X6 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Air Force HQ Unit, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : WO2 T.K. Digashu Tel No: (012) 312 1094, Cpl G.P. Mophuthing Tel No: (012) 312 2879.

APPLICATIONS : Department of Defence, South African Air Force Headquarters, Private Bag X199, Pretoria 0001 or maybe hand delivered to S.A. Air Force Headquarters, Dequar road, Pretoria.

POST 29/24 : **CLEANER REF NO: SAAF/06/19/23**

SALARY : R102 534 per annum (Level 02)
CENTRE : 68 Air School, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Maj V. Ngalo Tel No: (012) 672 5039, WO2 E. Letea Tel No: (012) 672 5048

APPLICATIONS : Department of Defence, 68 Air School, PO Box 15088, Lyttelton 0140 or maybe hand delivered to 68 Air School, Trichardt road, Lyttelton, Pretoria

POST 29/25 : **WAITER REF NO: SAAF/06/19/24**

SALARY : R102 534 per annum (Level 02)
CENTRE : Air Force Base Durban, KwaZulu-Natal
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Certificate in hospitality will be an advantage. Special requirements: (Skills needed): medically able to execute physical work. Problem solving and inter-personal relations skills.

DUTIES : To provide a high standard of catering to the clients, serving of meals, light refreshments. The making of salads and assisting in the preparation of snacks and sweets. The cleaning according to the Mess cleaning program, serve plates of food and remove soiled plates from the table etc.

- ENQUIRIES** : Capt B.M. Lekgogola Tel No: (031) 450 – 4883 or WO1 M.G. Wakhaba Tel No: (031) 450 - 4821.
- APPLICATIONS** : Department of Defence, Air Force Base Durban, P.O. Box 1120, Amanzimtoti 4125 or maybe hand delivered to Air Force Base Durban next to Old Durban International Airport.
- POST 29/26** : **TRADESMAN AID II REF NO: SAAF/06/19/25 (X5 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Air Force Base Langebaanweg, Langebaan, Western Cape.
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4 One to Two (1-2) years' general working experience in a workshop. A driver's license will be an advantage. Special requirements: (Skills needed): medically able to execute physical work. Problem solving and inter-personal relations skills.
- DUTIES** : Conduct regular inspections in the Base/Unit, attend to minor electrical, plumbing, carpentry and other artisan trade related problems, Handle tools. Help with physical tasks such as fastening bolts, binding pipes, assist in cleaning and preparing objects after tasks completed etc.
- ENQUIRIES** : Maj C.K. Esterhuizen Tel No: (022 706 – 2515) or Capt Q. Lostile Tel No: (022) 706 - 2250.
- APPLICATIONS** : Department of Defence, Air Force Base Langebaanweg, Private Bag X 7375, Langebaanweg 7375 or hand delivered to Air Force Base Langebaanweg, Langebaan.
- POST 29/27** : **DRIVER REF NO: SAAF/06/19/26**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Air Force Base Durban, KZN
- REQUIREMENTS** : A minimum of Grade 10 (NQF Level 2/ABET Level 4). One (1) to two (2) years' experience in driving and messenger services. A valid B (Code 8) driver's license. Special requirements (skills needed): Communication- and inter personal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.
- DUTIES** : Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.
- ENQUIRIES** : Capt B.M. Lekgogola Tel No: (031) 450 4883, WO1 M.G. Wakhaba Tel No: (031) 450 4821.
- APPLICATIONS** : Department of Defence, Air Force Base Durban; PO Box 1120, Amanzimtoti, 4125 or maybe hand delivered to Air Force Base Durban next to Durban International Airport.
- POST 29/28** : **DRIVER/MESSENGER REF NO: SAAF/06/19/27**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Air Force Base Hoedspruit, Limpopo
- REQUIREMENTS** : A minimum of Grade 10 (NQF Level 2/ABET Level 4). One (1) to two (2) years' experience in driving and messenger services. A valid B (Code 8) driver's license. Special requirements (skills needed): Communication- and inter personal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.
- DUTIES** : Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.

APPLICATIONS : Department of Defence, Air Force Base Hoedspruit; Private Bag X504 Hoedspruit, 1380 or maybe hand delivered to Air Force Base Hoedspruit, hoedspruit Military Base

ENQUIRIES : Lt Col N.F. Mazula, Tel No: (015) 799 2924/2387.Capt M.D. Maqashalala, Tel No: (015) 799 2826.

POST 29/29 : **DRIVER/MESSENGER REF NO: SAAF/06/19/28**

SALARY : R102 534 per annum (Level 02)

CENTRE : Air Force Base Langebaanweg, Western Cape

REQUIREMENTS : A minimum of Grade 10 (NQF Level 2/ABET Level 4). One (1) to two (2) years' experience in driving and messenger services. A valid B (Code 8) driver's license. Special requirements (skills needed): Communication- and inter personal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.

DUTIES : Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.

ENQUIRIES : Maj C.K. Esterhuizen, Tel No: (022) 706 2515.Capt Q. Lostile, Tel No: (022) 706 2250.

APPLICATIONS : Department of Defence, Air Force Base Langebaanweg; Langebaan, 7375 or maybe hand delivered to Air Force Base Langebaanweg. Langebaan

POST 29/30 : **ROAD WORKERS AID REF NO: SAAF/06/19/29 (X3 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : Air Force Base Langebaanweg, Western Cape

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4, One (1) to Two (2) years' general working experience. A driver's license will be an advantage. Special requirements: (Skills needed): medically able to execute physical work. Problem solving and inter-personal relations skills.

DUTIES : To manage and support airfield, performing serviceability inspections on all equipment. Ensure the maintenance and repair of runways, taxiways and hardstands according to Aviation quality Standards, the sweeping of runways, taxiways and hardstands etc.

ENQUIRIES : Maj C.K. Esterhuizen Tel No: (022) 706 – 2515 or Capt Q. Lostile Tel No: (022) 706 - 2250.

APPLICATIONS : Department of Defence, Air Force Base Langebaanweg, Private Bag X7375, Langebaanweg 7375 or maybe hand delivered to Air Force Base Langebaanweg, Langebaan.

POST 29/31 : **GENERAL STORE ASSISTANT REF NO: SAAF/06/19/30**

SALARY : R102 534 per annum (Level 02)

CENTRE : 10 Air Depot, Pretoria.

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4 One (1) – Two (2) years' general working experience in packing and counting. A driver's license will be an advantage. Special requirements: (Skills needed): Good communication (verbal/written), interpersonal skills. Must be physical fit to perform duties.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Capt D.J. Daffue Tel No: (012) 684 – 2227) or WO1 J. Rietz Tel No: (012) 684 - 2262.

APPLICATIONS : Department of Defence, 10 Air Depot, Private Bag X 1032, Thaba Tshwane 0143 or maybe hand delivered to Air Depot, Thaba Tshwane.

- POST 29/32** : **GENERAL STORE ASSISTANT REF NO: 06/19/31 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Hoedspruit (AF Gym), Hoedspruit
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4 One (1) year’ general working experience in packing and counting. A driver’s license will be an advantage. Special requirements: (Skills needed): Good communication (verbal/written), interpersonal skills. Must be physical fit to perform duties.
- DUTIES** : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : Maj P. Mona Tel No: (015) 799 2924/2931
- APPLICATIONS** : Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380 or maybe hand delivered to Air Force Base Hoedspruit, Hoedspruit Military Base.
- POST 29/33** : **NATURE CONSERVATION ASSISTANT REF NO: SAAF/06/19/32 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Air Force Base Waterkloof, Pretoria
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4; One – Two (2) year’s general working experience. A driver’s license will be an advantage. Special requirements (Skills needed): Medically able to execute physical work. Problem solving and interpersonal relations skills.
- DUTIES** : To ensure that anti-poaching activities is conducted, ensure maintenance of fence line integrity and maintain firebreaks. Manage the removal of refuse and other waste from the training area, to ensure maintenance of road gullies and erosion structures. Cleaning of trenches, roads and pruning of trees etc.
- ENQUIRIES** : F Sgt S. Maseko Tel No: (012) 627 3064, Capt W.L. Maswanganyi Tel No: (012) 672 3063
- APPLICATIONS** : Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or maybe hand delivered to Air Force Base Waterkloof, Solomon Mahlangu roan, Pretoria.
- POST 29/34** : **MESSENGER REF NO: SAAF 06/19/33**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Durban, KZN
- REQUIREMENTS** : A minimum of Grade 10 (NQF Level 2/ABET Level 4). One (1) to two (2) years’ experience in driving and messenger services. A valid B (Code 8) driver’s license. Special requirements (skills needed): Communication- and inter personal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.
- DUTIES** : Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.
- ENQUIRIES** : Capt B.M. Legogola Tel No: (031) 450 4883, WO1 M.G. Wakhaba Tel No: (031) 450 4821.
- APPLICATIONS** : Department of Defence, Air Force Base Durban, PO Box 1120, Amanzimtoti, 4125.or maybe hand delivered to Air Force Base Durban, next to Old Durban International Airport.
- POST 29/35** : **MESSENGER RE NO: SAAF 06/19/34**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : SAAF College, Thaba Tshwane

- REQUIREMENTS** : A minimum of Grade 10 (NQF Level 2/ABET Level 4). One (1) to two (2) years' experience in driving and messenger services. A valid B (Code 8) driver's license. Special requirements (skills needed): Communication- and inter personal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.
- DUTIES** : Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.
- ENQUIRIES** : Maj N. Rantsome Tel No: (012) 351 5040, Capt M.L. Du Plessis Tel No: (012) 351 5172.
- APPLICATIONS** : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or maybe hand delivered to SA Air Force College, Johannes Kock Street, Thaba Tshwane

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Director-General, Department of Environment, Forestry and Fisheries, 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** : 02 September 2019
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver's License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

- POST 29/36** : **DIRECTOR: BIODIVERSITY TRANSFORMATION AND BENEFICIATION REF NO: BC04 /2019**
- SALARY** : R1 057 326 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate Bachelor's degree or equivalent qualification in Natural related Sciences (NQF 7). Five years' experience at middle management in an Environmental Management or related field. Knowledge and experience of Biodiversity Management. Knowledge of the regulations promulgated there under and departmental policies with special reference to Biodiversity. Understanding of social issues, and macro and micro-economic principles, and its application. Experience in development and implementation of polices, legislation and strategies. Understanding of the Public Service policy frameworks and knowledge of Public Finance Management Act and related Treasury Regulations. Good interpersonal skills including problem solving, conflict resolution, stakeholder management and negotiating skills. Ability to work under pressure and with minimal supervision. Computer literacy and a valid driver's license.
- DUTIES** : Development of programmes to advance transformation in line with national and international obligations. Implement the nature based community enterprises for communities living adjacent to protected areas. Implement community beneficiation programmes for communities whose land is dedicated for conservation, Coordinate the implementation of the Biodiversity based Youth Enterprise programmes, Coordinate the implementation of the People and Parks programme, Implementation of the action plan on land claims settlement in protected areas, Support for biodiversity initiatives through advocacy, awareness and empowerment. Liaise with national and provincial stakeholders. Promote the

development of a wide range of governance structures and other institutional framework to support the smooth running of the People and parks Programme, Facilitate and implement co-management of Protected Areas between local communities and Management Authorities. Support resolutions of land claims in Protected Areas.

ENQUIRIES

: Mr K Matibe Tel No: (012) 399 8621

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- CLOSING DATE** : 30 August 2019 at 12h00 noon. No email or faxed applications/ No late applications, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. 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 candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 29/37** : **SAO: SYSTEM ADMINISTRATION AND SUPPORT REF NO: SAO/SAS/2019/08-1P**
ICT Business Support Services
(Permanent)
The purpose of the post is to supervise System Administration and Support processes and activities for the GPAA.
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A three year National Diploma/B Degree or equivalent three year qualification (at least 360 credits) coupled with 3 years working experience in the System Administration and Support field of which one year was in a supervisory/managerial role. The supervisor will be required to work outside

normal working hours to attend to GPAA Calendar items to attend to pensioner increases, annual actuarial activities and migration events. The employee will be required to work outside normal working hours to support employees working overtime and attending to GPAA client relationship management activities. Knowledge of: Employee benefits schemes and funds. Applicable legislation. Working knowledge of IT environment. GEPF services and products. Microsoft Office products. Applicable Testing Methodology and/or related testing courses. Competencies: Business analytical skills. Attention to detail. Advanced knowledge of Excel spreadsheets. Emotional intelligence. Integrity. Leadership skills. Organising and problem solving skills. Communication skills (written and verbal). Customer orientated. Ability to communicate at all levels. Ability to take responsibility. Ability to work under pressure. Ability to adapt easily to change.

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Supervision of System Administration and Support processes: Provide System Access (Allocate new user, updating of existing users, resetting of passwords and archiving users); Create and maintenance of profiles; Release programs between Pre-production and the Production Environments and updating of code files; Liaise with external parties such as Home Affairs (DoHA), Actuaries and External Auditors; Control and in some cases execute the complete System Development Life Cycle (SLDC) for new business system solutions, system errors and system corrections, enhancements and new system releases. Ensure and maintain application forms; Co-ordinate the generation of exception reports and correct data errors revealed from the extract of Actuarial data. Assist with the implementation of Annual pension increases. Supervision of staff: Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.

**ENQUIRIES
APPLICATIONS**

: MR Lesiba Sehlapelo Tel No: (012) 399 2710
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001

**FOR ATTENTION
NOTE**

: MR Lesiba Sehlapelo on Tel No: (012) 399 2710 at Recruitment
: One SAO: System Administration and Support in Business Support Division is currently available. The position will be filled as a permanent position. Employment Equity target for the post is African, Indian or Coloured males/females or people living with disabilities. Candidates of the specified groups are encouraged to apply.

POST 29/38

: **CUSTOMER SERVICE AGENT: FREE STATE (BLOEMFONTEIN) REGIONAL OFFICE REF NO: CSA/FS - BFN/2019/08-1C/RA**
(12 months contract)
Client Relationship Management
The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum (Level 06) plus 37% in lieu of benefits
: Bloemfontein Regional Office
: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide quality customer service within CRM. Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.
- ENQUIRIES APPLICATIONS** : Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to our Regional Offices in the Free State: Shop no: 0016, Brandwag Shopping Centre, 20 Stapelberg Street, Brandwag, Bloemfontein or 712 Public Road, Mandela Park Shopping Centre, Phuthaditjaba.
- FOR ATTENTION NOTE** : Ms Ntsibakazi Mtshabe – Recruitment
: One Customer Service Agent: Free State (Bloemfontein) Regional Office position is currently available at GPAA. The position will be filled as a 12 month contract position. Employment Equity target for the post is Coloured/Indian/White Male and White/Indian Female or people living with disabilities. Candidates of the specified groups are encouraged to apply.
- POST 29/39** : **CUSTOMER SERVICE AGENT: FREE STATE (PHUTHADITJHABA)**
SATELLITE OFFICE REF NO: CSA/FS - PHUT/08-1C/RA
Client Relationship Management
(12 months contract)
The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06) plus 37% in lieu of benefits
: Phuthaditjhaba Satellite Office
: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR a Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide quality customer service within CRM. Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with

the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES
APPLICATIONS

: Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to our Regional Offices in the Free State: Shop no: 0016, Brandwag Shopping Centre, 20 Stapelberg Street, Brandwag, Bloemfontein or 712 Public Road, Mandela Park Shopping Centre, Phuthaditjhaba.

FOR ATTENTION
NOTE

: Ms Ntsibakazi Mtshabe– Recruitment
: One Customer Service Agent: Free State (Phuthaditjhaba) Satellite Office position is currently available at GPAA. The position will be filled as 12 month contract position. Employment Equity target for the post is Coloured/Indian/White Male and White/Indian Female or people living with disabilities. Candidates of the specified groups are encouraged to apply.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB. Only online applications will be accepted.
- CLOSING DATE** : 30 August 2019 at 12h00 PM.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

- POST 29/40** : **DEPUTY DIRECTOR: PROJECT SUPPORT MUNICIPAL FINANCE IMPROVEMENT PROGRAMME REF NO: G014/2019**
Term: 30 Months Fixed Term Contract

- SALARY CENTRE REQUIREMENTS** :
- : R733 257 - R863 748 per annum (Level 11) (All- inclusive package)
 - : Pretoria
 - : Relevant 3-year degree and/or Occupational qualification in Project Management or Business Administration. A minimum of 5-7 years' experience in the field of Project and/or Programme Management, at least 2 of which at a management level. Experience in the public sector will be added as an advantage. Competencies required; Computer Literacy: Knowledge and ability to use computers and technology efficiently i.e. computer programs such as MSOffice, Internet and Email. Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele Principles. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Resource Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluates outcomes. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences and causal relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

DUTIES

: Projects Governance Support: Ensure adherence to all MFIP protocols and procedures. Manage the implementation of and compliance to the GTAC project management guidelines templates, methods, practices and approaches to: Project resourcing and contracts management, Project information and documents management, Project learnings communication and knowledge management. Provide support with the coordination of the Programme Steering Committee meetings. Projects Establishment and Resourcing Support: Assist with the finalisation and preparation of projects initiation documents such as client memoranda of agreements, project charters and project terms of reference. Assist GTAC Professional Services Procurement with the sourcing of service providers including: preparation of requests for proposals where required, requesting GTAC PSP to conduct and or conducting GTAC panel searches. Organise the induction of service providers on GTAC project management processes and practices regarding: project document and information management, client relationship management, project work reporting and invoicing. Projects Administration and Budget Support: Manage the administration of project charters and MoAs, manage the processing, quality assurance, uploading, filing and archiving of project documents. Manage the project logistics and arrangements regarding meetings, travel and accommodation, manage the processing, verification and submission of project progress reports, time sheets and invoices. Assist with the updating and maintenance of the project expenditure records and budget and development and submission of project expenditure reports. Assist with all MFIP related financial management enquiries, returns and reports. Projects Knowledge Management: Assist the MFIP with the introduction of maintenance of an information backup and recovery plan, retention of financial information as per prescripts. Project Reporting and Closure Support: Assist with the preparation and submission of project performance and compliance reports. Contribute to and submit inputs for MFIP reporting purposes. Committees and Forums Support: Provide support with the coordination of PT, NT and AGA visits, Provide support with the evaluation and preparation of responses to internal Audit and Audit Committee.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.
- FOR ATTENTION** : Ms L Malahlela
- CLOSING DATE** : 02 September 2019 Time: 12:00pm Midday
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department, should be accompanied by a CV (previous experience must be comprehensively detailed), and certified copies of qualification certificates, service certificates, including ID and driver's license. 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 department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 29/41** : **PHARMACIST GRADE II – CONTRACT MANAGER REF NO NDOH 27/2019 (X2 POSTS)**
(Contract Ending March 2022)
Chief Directorate: Sector Wide Procurement
Directorate: Affordable Medicines
- SALARY** : Grade 2: R751 026 per annum as per OSD. Originally, certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor Degree in Pharmacy. Current registration with the SAPC as Pharmacist. At least a minimum of five (5) years relevant experience after registration as a Pharmacist with the SAPC in pharmaceutical manufacturing, wholesaling or distribution, and/or procurement or contract management and/or experience as community or institutional pharmacist. Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999), Medicine and Related Substances Act, (Act 101 of 1965) as amended, Pharmacy Act, 1974 (Act 53 of 1974), as amended. Knowledge of medicine production cycle, quantitative skills including demand planning and predictive analysis, project planning practices and protocols, Monitoring & Evaluation practices and protocols. Familiar with the content of the General Conditions of Contract, and contractual legislative contexts, including knowledge of good governance. Good problem solving, inter-personal including customer orientation, assertiveness and negotiation, communication (written and verbal), planning, organisational and administrative, computer literacy, including full Microsoft Office Suite (Excel, Word PowerPoint etc.) skills. Ability to work independently and function as part of a broader team. A valid driver's license.
- DUTIES** : Manage supply of pharmaceutical products. Analyse trends within the national surveillance centre to identify signals for intervention and evaluate information about pharmaceutical product availability. Plan appropriate interventions and remedies. Conduct collaborative demand planning with suppliers and Deputy Director: Demand Planning. Manage supplier performance and compliance.

- Monitor and evaluate supplier compliance and performance in relation to the general and special conditions of contract as well as service level agreement. Manage supplier relationships. Conduct quarterly supplier meetings in accordance with the planned schedule. Facilitate and coordinate communication with assigned stakeholders. Execute contract remedies. Issuing of non-compliance notices in terms of the general conditions of contract. Manage risk and audit queries. Minimise risks in issues pertaining work area, assist with audit queries as well as ensure relevant standards and governance requirements are met.
- ENQUIRIES** : Ms K Jamaloodien at Tel No: (012) 395-8130
- POST 29/42** : **DEPUTY DIRECTOR: PROJECT AND PORTFOLIO MANAGEMENT REF NO: 28/2019**
(Contract Post Ending 31 March 2022)
Chief Directorate: Policy and Planning
Directorate: Global Fund PMU
- SALARY** : R733 257 per annum (An all-inclusive remuneration package) [basic salary consists of 70% or 75% 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 Middle Management Service guidelines.
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor's Degree/National Diploma or equivalent NQF level 6 in Commerce/Project Management/Information Technology related qualification. At least 3 years' experience in project management at a supervisory level and demonstrate experience of having successfully rolled out a change process, ideally in a government or other complex organisation environment. Knowledge of Agile processes, programme management concepts, nomenclature and role of project management. Familiar with project management standards, frameworks and concepts as well as understanding of stakeholder and change management processes. Good programme, portfolio, project and change management; problem solving, interpersonal including customer orientation, assertiveness, negotiation, planning, organisational, administrative, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills. Ability to work independently and work as a team. Willingness to travel extensively as required. A valid driver's licence.
- DUTIES** : Plan and scope projects. Facilitate draft documentation of project objectives with the project partners and technical leads. Prepare stakeholder analysis, feasibility and impact analyses for all projects. Project delivery and execution. Brief relevant stakeholders and communicate project responsibilities. Implement the change management protocol to ensure project acceptance. Present the approved project plan and supporting documents to the relevant stakeholders. Project performance management. Manage internal stakeholders such as business owner. Conduct regular reviews of project performance within each project cycle. Hand over project deliverables and close out. Document change requirements and consider input for improvements. Obtain project close-out sign-off from relevant stakeholders. Ensure transition and handover of project deliverables to relevant NDoH stakeholders. Governance, risk and compliance management. Comply with defined project methodology, ICT Project Go-Live Checklist and Controls. Assess risk and mitigations for each project according to the risk mitigation strategy. Maintain knowledge management plan, Continuous Service Improvement (CSI) Plan and risk management plan.
- ENQUIRIES** : Mr Z Gwiba Tel No: (012) 395 9640
- POST 29/43** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT - GLOBAL FUND AFFORDABLE MEDICINES REF NO: 26/2019**
(Contract Post Ending 31 March 2022)
Chief Directorate: Sector Wide Procurement
Directorate: Affordable Medicines
- SALARY** : R733 257 per annum (An all-inclusive remuneration package) [basic salary consists of 70% or 75% 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 Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Bachelor's Degree/National Diploma or equivalent NQF level 6 qualification in a relevant field. At least 3 years' exposure in the medical or pharmaceutical field and an additional management qualification will be an added advantage. At least 3 years' experience in pharmaceutical manufacturing, wholesaling or distribution, and/or procurement or contract management, and/or experience as community or institutional pharmacist. Knowledge of a medicine production cycle, quantitative skills including demand planning and predictive analysis, project planning practices and protocols, monitoring and evaluation practices and protocols, familiar with the content of the General Conditions of Contract, contractual and legislative context, including knowledge of good governance. Good problem solving, interpersonal including customer orientation, assertiveness, negotiation, planning, organisational, administrative, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills. Ability to work independently and work as a team. Willingness to travel as required. A valid driver's licence.
<u>DUTIES</u>	:	Manage supply of pharmaceutical products. Manage trend analysis within the national surveillance centre to identify signals for intervention and evaluate information about pharmaceutical product availability. Plan appropriate interventions and remedies. Ensure that the national demand plan is communicated to suppliers. Manage supplier performance and compliance. Manage monitoring and evaluation of supplier and demander compliance and performance in light of contract/service level agreement. Manage supplier relationships. Coordinate quarterly supplier meetings in accordance with the planned schedule. Ensure ongoing, open, transparent and auditable communication with suppliers for all case management. Financial and human resources management. Manage and monitor expenditure of the Contract Management unit against budget allocations. Build capacity, mentor and ensure skills transfer to Contract Managers. Manage risk and audit queries. Minimise risks in issues pertaining to work area. Ensure relevant standards and governance requirements are met. Maintain knowledge management plan and risk management plan, including contingency measures.
<u>ENQUIRIES NOTE</u>	:	Ms K Jamaloodien Tel No: (012) 395 8130
	:	Please note: Short-listed applicants will be required to complete a technical assessment during the interview process
<u>POST 29/44</u>	:	<u>ICT GOVERNANCE RISK AND COMPLIANCE ANALYST REF NO: NDOH 29/2019</u> Sub-Directorate: ICT Security
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (plus competitive benefits)
	:	Pretoria
	:	A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least two years' experience in Information and Communication Technology. Experience in Microsoft environment, open source and directory authentication systems, and services as well as ICT policy, process, procedure and standard development. Knowledge of ICT governance Risk, Security, Compliance and Continuity methodologies and practices. Knowledge of computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers, modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals as well as knowledge of the OSI model, ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Good communication (verbal and written), interpersonal, organisation, analytical, problem solving and computer skills.
<u>DUTIES</u>	:	Manage ICT governance, risk, compliance and continuity. Provide support on delivery of the ICT strategy and implementation. Manage customer relations. Engage ICT stakeholders at all levels on ICT governance, risk, compliance and continuity. Provide assistance to ICT stakeholders to address ICT continuity planning, implementation and monitoring. Conduct governance, risk, compliance

and continuity research. Define business, ICT systems and service requirement for service areas within National Department of Health ICT. Monitor and report continuity on ICT governance, risk and compliance. Evaluate organisational compliance performance. Establish Governance, Risk and Compliance (GRC) Systems, dashboard, monitoring and reporting capability. Provide feedback and updates on GRC system regularly. Manage ICT risk and audit queries. Establish contingency plans with backup resources and accommodation for prospective automated business processes.

ENQUIRIES : Mr Z Gwiba at Tel No: (012) 395 9640

POST 29/45 : **SENIOR IT TECHNOLOGIST REF NO: NDOH 30/2019**
Sub-Directorate: ICT Security

SALARY : R316 791 per annum (plus competitive benefits)
CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least two years' experience in Information and Communication Technology. Experience in Microsoft environment, open source and directory authentication systems, and services as well as ICT policy, process, procedure and standard development. Knowledge of general ICT support, e-mail system, servers, computer networks, computer security, computer standards and practices, computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers and modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals as well as knowledge of the OSI model, ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Good communication (verbal and written), interpersonal, organisation, analytical, problem solving and computer skills.

DUTIES : Maintain and make communication systems available. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network (WAN) and Local Area Network (LAN), Virtual Private Network (VPN), Multi-Protocol Label Switching (MPLS)). Manage customer relations. Perform IT advisory role to procurement of new equipment and advise on computer equipment replacement. Assist with policy, process and standards formulation and documentation as well as computer configuration management plan. Monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Manage ICT risk and audit queries. Establish contingency plans with backup resources for ICT Service Support and Delivery.

ENQUIRIES : Mr Z Gwiba at Tel No: (012) 395 9640

POST 29/46 : **ADMINISTRATIVE OFFICER REF NO: NDOH 31/2019**
Directorate: Pharmaceutical Economic Evaluation

SALARY : R257 508 per annum (plus competitive benefits)
CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 certificate in Public Administration or any relevant Administration qualification. At least one (1) year administration experience. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good communication (verbal and written), problem solving, analytical, planning, organisation and computer skills (MS Office package). Ability to work in a team. A valid driver's license.

DUTIES : Control of documentations within the Directorate. Manages the mail register, receiving of documents, registering the documents and disseminate documents to the relevant people. Administer human resources management functions. Maintain leave register, ensure that all leave taken are recorded, checked and submitted to Human Resources for capturing. Assist in administering the unit's budget and conditional grant reports. Compile expenditure reports. Maintain a filing system. Arrange meetings, workshops, functions and accommodation. Ensure recording of

ENQUIRIES

: proceedings during meetings. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment.
Ms N M Mpanza at Tel No: (012) 395 8209

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. NB: Please ensure that your application reaches this office before 17h00 on week-days.
- CLOSING DATE** : 30 August 2019
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Certified copies should not be more than 3 months old. Former employees who left the Public Service earlier on condition that they would not accept re-appointment or due to ill health and cannot provide sufficient evidence of recovery should not apply. Late, faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Late, faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the shortlisted candidates. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance.

MANAGEMENT ECHELON

- POST 29/47** : **EXECUTIVE DIRECTOR INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE REF NO: IPIDEXC/01/2019**
(Five Year Contract)
- SALARY CENTRE REQUIREMENTS** : R1 521 591 per annum (All-inclusive package). Allowance 10% HOD Allowance
: Pretoria
: A Bachelor's Degree or equivalent (NQF level 7) and a post graduate qualification (NQF level 8) with extensive management experience in the Public Sector. Strategic capability, leadership and management skills. Financial and people management and proven leadership skills. At least 8 years relevant experience of which 8 years must have been at a Senior Management level in the Public Sector. Knowledge and skills in Change management. Service delivery innovation. Problem- solving and analytical skills. Cultivating a high performance culture with a transformation propensity. Good communication, presentation and networking skills. Sound knowledge of the Criminal Justice System. Understanding of Public Service policy and legislative framework. The applicant must be able to work with honesty and integrity and act without fear of favor. The successful candidate will be directly responsible to the Minister of Police.
- DUTIES** : Provide strategic direction to the IPID at the national and provincial levels and provide guidelines on the investigation and management of cases by IPID members as mandated by the IPID Act. Provide guidelines on the investigation and management of cases by IPID members. Ensure investigation of cases and to perform any other function incidental to such investigations. Notify the Minister on the prosecution thereof and provide a copy thereof to the Secretary for Police Service. Consult with the Minister from time to time on matters that have significant

public or Parliamentary interest. Develop and maintain sound relationships with relevant Parliamentary Committees. Lead and or participate in meetings with relevant oversight structures on behalf of the Minister or in support of the Minister. Provide required support to the Minister for policies and activities of the Department. Manage the complaints laid against members of South African Police Service and Municipal Police Service. Oversee the conducting of investigations against members of South African Police Service and Municipal Police Service. Make recommendations to the South African Police Service and Municipal Police Service resulting from investigations done by the Directorate. Report twice a year to Parliament on the number and type of cases investigated, the recommendations, the detail and outcome of those recommendations. Ensure compliance in all obligations and responsibility with the Public Finance Management Act and the Public Service Act as an Accounting Officer and Head of the Department.

ENQUIRIES : Ms. Tebogo Mabitsi Tel No: (012) 393 2507

OTHER POST

POST 29/48 : **ADMINISTRATION CLERK REF NO: Q9/2019/21 (X2 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 05)
: Pretoria

REQUIREMENTS : A grade 12 certificate or equivalent. Knowledge requirements: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills and Competencies: Good verbal & written communication, Interpersonal relations, flexibility, teamwork, computer, planning and organising.

DUTIES : Render general clerical support services: Record, organize, 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: Stock control of office stationery. Keep and maintain the asset 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. Provide personnel administration clerical support services within the component. 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: Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure in the component.

ENQUIRIES : Mr R Mamabolo at Tel No: (012) 339 0019

FOR ATTENTION : Ms P Mereko

APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

CLOSING DATE

:

30 August 2019 at 16h30

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
- CLOSING DATE** : 30 August 2019
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver's license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services 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 six (6) 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). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to Public Service Act of 1994.

OTHER POSTS

- POST 29/49** : **ASSISTANT DIRECTOR: ASSISTANT REGIONAL MANAGER REF NO: JI 94/2019**
Directorate: Regional Management
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
: Centurion
: A Senior/Matric or an equivalent Certificate, and appropriate 3 year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years working experience relevant work experience in the criminal justice sector with at least four (4) years' experience on Supervisory level. Knowledge of relevant legislation and prescripts as well as how this post contributes to the implementation of the National Development Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Analytical and problem-solving skills. Conflict, Time and Diversity management skills. Computer literacy.
- DUTIES** : The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff ad all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organisations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure the best financial practice and account for assets reflected in the unit's register. Perform any duty delegated by the Regional Manager and or Director: Region Management.
- ENQUIRIES** : Mr M Mentor Tel No: (012) 663 7521

- POST 29/50** : **SENIOR CASE OFFICER: COMPLAINTS REF NO: JI 95/2019)**
 Directorate: Legal Services – Complaints Unit
- SALARY** : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate, BProc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 1-3 year relevant working experience of which 1 year must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver's license is essential, willingness to travel.
- DUTIES** : The successful candidate will be responsible to receive and adjudicate inmate complaints and maintain proper records with a view to analysing systematic practices and reporting thereon. Provide reports to the Manager Complaints Unit. Liaison with Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Complaints unit.
- ENQUIRIES** : Ms. S Wesson Tel No: (021) 421 1012
- POST 29/51** : **SECRETARY TO THE CHIEF EXECUTIVE OFFICER REF NO: JI 96/2019**
 Office of Chief Executive Officer
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- DUTIES** : The successful candidate will be responsible to serve as the secretary/administrator to the Chief Executive Officer. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Chief Executive Officer Judge.
- ENQUIRIES** : Mr. M Sello Tel No: (012) 321-0303

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

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.

CLOSING DATE : 02 September 2019

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. 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. 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 Assistant Director: Social Justice (1 Year Contract Appointment), advertised on Public Service Vacancy Circular 27 dated 26 July 2019, Please note that there alterations on the Requirement qualification: it has alters as 3 year Bachelor's Degree/ National Diploma in Administration/ Public Relations or equivalent qualification at NOF6.

OTHER POSTS

POST 29/52 : **AREA COURT MANAGER (DEPUTY DIRECTOR) REF NO: 2019/48/MP**

SALARY : R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Evander Magistrate Office

REQUIREMENTS : A three year Bachelor Degree in Administration (NOF Level 6) and/or National Diploma in Service Management (NOF Level 5) plus module on Case Flow Management or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's license; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation. Skills and Competencies: Computer literacy (MS Office); excellent communication skills (written and verbal); Strong leadership skills; Strategic capabilities.

DUTIES : Key Performance Areas: Co-ordinate and manage financial and human resources of offices, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Play a leadership role in determining and implementing departmental policies at court level; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management.

ENQUIRIES : Mr. SP Shabangu Tel No: (013) 753 9300/44

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Ned bank Centre, 4th floor Nelspruit.

<u>POSTS 29/53</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2019/41/MP</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful Candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Mpumalanga A National Diploma and / or Bcom in Public Finance / Accounting / Economics / Public Administration or Management and other related qualification NQF 6; Minimum of three (3) years working experience in financial environment (Asset Management); A valid driver's license; Knowledge of Supply Chain Management Framework and Asset Management Skills and Competencies: Computer literacy; People Management Skills; Project Management Skills; Communication Skills; Report writing Skills; Planning and Organizing; Innovation/Creativity; Analytical Skills; Problem solving and Decision-making Skills; Ability to work under pressure.
<u>DUTIES</u>	:	key performance areas: Monitor and review the capturing of all physical (moveable and Immoveable) assets in the asset management registers; Monitor and review the allocation of assets to asset holders; Promote correct implementation of sound asset management practices; Supervise employees to ensure sound physical asset management.
<u>ENQUIRIES APPLICATIONS</u>	:	MS NC Maseko Tel No: (013) 753 9300 Ext 224 Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Ned bank Centre, 4th floor Nelspruit
<u>POST 29/54</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 19/115/SA</u>
<u>SALARY</u>	:	R301 452 – R847 047 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>	:	State Attorney: Cape Town 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 will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collections; Attend to liquidation and insolvency, queries, register trust and companies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Seerane Tel No: (012) 315 1780 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 29/55</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 19/64/FS</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Bloemfontein NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations,

- Problem solving, Planning and organising and Analytical thinking skills; Time management. Confidentiality and ability to work under pressure; Language Proficiency: Bloemfontein: English, Afrikaans, Sesotho and Sign language.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53, Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 29/56** : **SENIOR COURT INTERPRETER REF NO: 19/63/FS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Magistrate's Office: Bethlehem
- REQUIREMENTS** : NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management. Confidentiality and ability to work under pressure; Language Proficiency: Bloemfontein: English, Afrikaans, Sesotho and Sign language.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES** : Ms NM Dywill Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53, Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 29/57** : **SENIOR COURT INTERPRETER REF NO: 19/61/FS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Welkom Cluster Magistrate Office Odendaalsrus
- REQUIREMENTS** : NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency

- and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management. Confidentiality and ability to work under pressure; Language Proficiency: Bloemfontein: English, Afrikaans, Sesotho and Sign language.
- DUTIES** : To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53, Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 29/58** : **LIBRARIAN REF NO: 19/114/MAS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Johannesburg
: 3 years relevant Degree in Library at NQF6 or equivalent qualification; At least 1 year working experience in library; Knowledge and experience of electronic information resources and online retrieval skills; Experience in a law or legal library will be an added advantage. Skills and Competencies: Good communication skills (verbal and written); Computer literacy; Interpersonal relations; Creative and analytical thinking skills; Research and planning skills; Report writing skills.
- DUTIES** : Key Performance Areas: Manage the library books, serial collections and physical maintenance; Maintain library statistics and the central legal register; Insert replacement pages in the loose-leaf publications, statutes of RSA, bind and index bills; Conduct literature searches on Internet, Sabinet and Jutastat; Conduct reactive/ proactive research on client's requests; Oversee descriptive cataloguing, classification of books and serials.
- ENQUIRIES APPLICATIONS** : Mr C. Msiza Tel No: (012) 315 - 4754
: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 29/59** : **ESTATE CONTROLLER EC1 REF NO: 19/113/MAS**
- SALARY** : R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Durban
: An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- ENQUIRIES APPLICATIONS** : Mr. M. Lehong Tel No: (012) 315 1264
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development,

NOTE

: Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. People with disabilities are encouraged to apply.

DEPARTMENT OF LABOUR

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

CLOSING DATE : 02 September 2019 at 16:00
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions 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). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 29/60 : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/10/116**

SALARY : R869 007 per annum (all inclusive)
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three years relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration and valid driver's license. Two (2) years management experience and three (3) years functional experience in Public Employment /Public Administration /Management Services. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and Organising, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Leadership, Networking, Report writing, Information Management.

DUTIES : Manage work seeker registration within the Province. Manage employer services with the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business unit Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

ENQUIRIES : Mr. M Leukes Tel No: (021) 441 8007

APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeeck and Long Street.

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

POST 29/61 : **DISABILITY MANAGER (ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY) REF NO: HR4/4/8/11**

SALARY : R517 326 per annum (OSD)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Diploma/Degree in Occupational Therapy, Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: COID Act, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS ACTV), Public Service Act, Employment Equity Act, Labour Relation Act, Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution ACT 108 OF 1996 (amended), General knowledge of the Public Service Regulations. Skills: Rehabilitation, Analytical, Business writing, IT, Strategic Leadership, Financial management, Knowledge management, Service delivery innovation (SDI), Planning and organising, Problem solving and analysis, Decision making, Accountability, Client Orientation and customer focus, Communication, Work ethic and self-management, Risk management and corporate governance, Environmental awareness.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management section.

ENQUIRIES : Dr Jood-Molaolwe Tel No: (053) 838 1588/1589

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 29/62 : **ASSISTANT DIRECTOR: RESEARCH MONITORING AND EVALUATION REF NO: HR 4/4/9/85**

SALARY : R470 040 per annum

CENTRE : Provincial Office: North West

REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Sciences/Economics/Statistics/ Demography. Four (4) years functional experience in Labour market research field services, of which three (3) years functional experience at the Officer/ Senior Officer level. Valid driver's license. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Methodology, Project management. Skills: Analytical, Assertiveness, Communication, Interpersonal, Innovative, creative and leadership, Management, planning organisation, Stress management, Team management, Data analysis, Statistical software skills, Research, Monitoring and evaluation.

DUTIES : To monitor and evaluate the impact of labour legislation on different stakeholders (civil service, labour and business etc.) Conduct the Provincial Client Satisfaction Survey. Manage all the resources of the division.

ENQUIRIES : Winnie Ngwenya Tel No: (018) 387 8100

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

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

POST 29/63 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTICORRUPTION
REF NO: HR 4/4/8/241**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three year tertiary qualification in Risk Management/ Internal Audit / Accounting/ Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud experience in anti-fraud/ corruption environment. A valid driver's license. Knowledge: Investigative Principles and Practices, Departmental and Fraud's Policies and Procedures, All-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation.

DUTIES : Implement Fraud detection and Anti-Corruption Strategies for provincial Offices. Conduct investigations in reported cases of Fraud and Corruption. Assistant in the recovery of all assets acquired fraudulently from the Provincial Office. Analyze system capabilities to anti-fraud & corruption management programmes. Analyze systems capabilities to ant-fraud & corruption management programmes.

ENQUIRIES : Mr. Z Mjoli Tel No: (051) 5056351
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

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

POST 29/64 : **SENIOR SECURITY AUDIT OFFICER REF NO: HR 4/19/08/17HO**
Directorate: Security Services

SALARY : R316 791 per annum
CENTRE : Head Office
REQUIREMENTS : Three (3) years relevant tertiary qualification in Security / Risk Management. PSIRA Grade B Certificate. Two (2) years functional experience in Security investigations. Valid drivers' license. Knowledge: Security prescripts, Departmental policies and procedures, MISS policy, Security Investigations, Batho Pele Principles. Skills: Analytical, Presentation, Communication (verbal and written), Interpersonal relations, Conflict management, Investigations.

DUTIES : Conduct investigations on security incidents. Report all information security breach cases to State Security Agency (SSA). Attend to disciplinary and court hearings. Render administrative support services and compile statistics report on security breaches.

ENQUIRIES : Ms. M Moitsi Tel No: (012) 309 4224
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) as a national department operating a trading entity, is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.



<u>APPLICATIONS FOR ATTENTION</u>	:	Acting Principal: National School of Government, Private Bag X759, Pretoria, 0001 Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
<u>CLOSING DATE</u>	:	30 August 2019
<u>NOTE</u>	:	Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the recommended candidates will be required to attend a generic managerial competency assessment. They will also be subjected to personnel suitability checks on criminal record, citizen verification, financial record checks, qualification/Study verification, previous employment verification and also extend to social media accounts to align verifications to comments/ behavior by applicant. The National School of Government reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract of five years. He/she will also be required to enter into a performance agreement with the Minister for Public Service and Administration within 3 months of appointment and annually thereafter. Suitably qualified and experienced candidates are invited to apply for the following vacant position. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

MANAGEMENT ECHELON

<u>POST 29/65</u>	:	<u>PRINCIPAL: NATIONAL SCHOOL OF GOVERNMENT REF NO: NSG 09/2019</u>
<u>SALARY</u>	:	commencing at R1 976 533 per annum (An inclusive remuneration package), comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 16). A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A relevant undergraduate qualification (NQF level 7) and a post graduate qualification (NQF8) as recognized by SAQA. 8-10 years' experience at a senior managerial level five years must be as a member of the SMS in the Public Service. Knowledge: Be able to demonstrate sound intellectual knowledge and understanding of the leadership and management of the public sector or a related discipline. Knowledge of public management, administration, human resource practices, corporate governance and financial management. Demonstrate

experience in providing advice to internal and external stakeholders. Extensive knowledge of the South African training and development landscape. In-depth knowledge of the Constitution, government legislation, policies and National Development Plan (NDP). Competencies/skills: Strategic capability and leadership, Programme and project management, Advanced financial management skills, Change management, Knowledge management, Service delivery innovation, Problem solving and strong analysis, Ability to promote adherence to government policy, Organizational design and development, Monitoring and evaluation, People management, Business management, Excellent written and verbal communication skills and ability to interact with people at all levels, Advanced strategic, analytical, organizational and interpersonal skills at all levels, Innovative and creative thinking skills and Computer literate. Personal attributes: Independent and self-driven, Reliable, Trustworthy, Honest & Impartial, Willingness to work under pressure and long hours, Willing to travel as the post requires extensive traveling – locally, nationally and internationally, Ability to maintain a high level of confidentiality and be available for a top level security clearance by State Security Agency (SSA).

DUTIES

: The incumbent will be required to: Provide strategic leadership and direction in delivering the mandate of the NSG: which entails Lead and provide strategic vision and direction in the department, Lead initiatives to develop and align the NSG's strategy with government regulatory frameworks, Provide strategic leadership and direction by leading the formulation, execution, monitoring and evaluation of the strategic plan of the NSG, and Lead the development and implementation of appropriate policies and regulatory mechanisms to promote integration of government development programmes. Ensure financial sustainability, organizational performance, accountability and compliance: which entails amongst others Serve as the accounting officer of the NSG in accordance with the provisions of the PFMA and in compliance with Government Prescripts, Ensure revenue and training targets of the NSG are achieved, Set norms and standards for financial management, financial reporting and supply chain management services, Lead the NSG financial viability and sustainability, Create, support and participate in appropriate governance structure of the department to promote and facilitate compliance. Overseeing the development, implementation and monitoring of organizational programmes in line with NSG's strategic plans which entails to lead the establishment of cutting-edge learning and development tools, quality driven curriculum, programmes and services responding to public service needs and training staff development and support, Provisioning of learning and development opportunities influenced by impactful research, strategic diagnosis and monitoring and evaluation, Provisioning of integrated and collaborative network of learning and development institutions and practitioners providing the public with affordable access to quality learning and development opportunities, the development, review, delivery and management of training interventions and to mobilize and lead the NSG senior management team; other staff and external service providers – existing and potential - in delivering appropriate high quality capacity building services of world standard. Provide thought leadership and establish strategic bilateral and multi-lateral local and international partnerships aimed at capacitating the public service: which entails Positioning and profiling the strategic importance of the NSG to key stakeholders and partners, Providing thought leadership on human resources development locally and internationally, Contributing to the strategic and intellectual discourse on capacity building in the public service domestically and internationally, Undertaking strategic communication with key stakeholders, Mobilizing resources from the donor community and Facilitating the NSG's engagement in the global knowledge exchange network through mutually beneficial partnerships with institutions on the African Continent and around the world. Provide and support good governance: which entails leading the organizational change and transformation agenda and the provision of corporate management services, Ensuring the NSG as a national department operating a trading entity, with a Vote and a Trade Account adheres to the provisions of the PFMA and Treasury Regulations, Ensuring that the NSG supports the Ministry in leading the Public Service and Administration portfolio, Supporting the Minister of Public Service and Administration in providing reports to various governance and oversight structures; and Serving on governance

structures established by the Ministry and Cabinet. Strengthen the NSG's organizational capacity and performance to deliver on the mandate which entails inspiring employees and other stakeholders through transformative, ethical and value-based leadership, Ensuring that the NSG is fully resourced, Empowering employees to facilitate operational and decision-making efficiency, Leading and encourage innovation and creativity, Ensuring effective and efficient employee development and performance and management systems and creating a conducive environment through policies and other mechanisms to achieve higher levels of employee engagement and labour peace in the department.

ENQUIRIES

:

Ms Zoleka Lamati Tel No: (012) 441 6019

In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.

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 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration.



- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.
- CLOSING DATE** : 30 August 2019
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. 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. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted. Women and People with Disabilities are encouraged to apply.

OTHER POST

- POST 29/66** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 2019/453/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three (3) year National Diploma/Degree in Risk Management/Accounting/Internal Audit or equivalent qualification; Minimum 3 years' experience in Risk Management and 2 years at supervisory level will be added advantage. Knowledge of CURA or BARNOWL systems; Knowledge of Public Sector Risk Management Framework; ISO 31000, COSO Framework; King report on Corporate Governance; Experience in identifying new risks and rolling out risk management methodology; Knowledge and understanding of the Legislative Framework governing the Public Service will be an added advantage. Creativity, Innovative and analytical thinking skills. Membership of the institute of Risk Management South Africa will be an added advantage.
- DUTIES** : Participate in the development and implementation of Enterprise Risk Management (ERM) framework and supporting policies; Embed a risk management culture, risk awareness and anti-fraud awareness; Develop and maintain a risk and risk incident database including risk registers for the department; Render secretariat services at the Departmental Risk Management Forum. Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks; ensure submission of accurate and timeous risk management reports to all Departmental management structures. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Enhance ERM system modification and train end users on system changes.

ENQUIRIES

: Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2500

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 06 September 2019 at 15H45.
- NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 29/67** : **DIRECTOR PROGRAMME EVALUATION REF NO: D/PE/08/2019**
- SALARY** : R1 057 326 per annum (All inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Social Science/Public Management/Public Administration/Development Management. Five (5) years' relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proven experience and knowledge of Public Service Monitoring and Evaluation approaches, methodologies and systems. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Proven experience in research or management consulting. Ability to comment on contemporary public administration. Good Writing and communication skills. Ability to prepare concise and accurate research reports based on empirical data. Proven

project management experience or skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. Candidates should specify in their CVs the publications they were authors of or to which they made a substantial contribution, as well as unpublished research and management consulting reports. A Valid Driver's License. (With exception of disabled applicants).

DUTIES

: Key Performance Areas: Design and execute evaluations of the performance of government programmes, including the design and implementation of programmes and programme outputs, outcomes and impact. Devise creative solutions for programme implementation challenges. Design and execute evaluations of the performance of government departments. Design Monitoring and Evaluation systems. Evaluate government department's monitoring and evaluation systems and methodologies. Promote monitoring and evaluation practice in the Public Service. Manage the execution of projects. Supervise and assess the performance of personnel.

ENQUIRIES

: MR K Van Der Merwe Tel No: (012) 352 1018

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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 people with disabilities will receive preference.

APPLICATIONS : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Applications could also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity document and valid driver's license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE : 02 September 2019

NOTE : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s) and Identity Document or Proof of citizenship if not RSA citizen. Note: Failure to submit these copies will result in the application not being considered. A comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be conducted during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. 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, security vetting, qualification verification and criminal records. All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the 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 the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to complete a Financial Disclosure annually.

MANAGEMENT ECHELON

POST 29/68 : **DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: DPSA/19/018**

Job Purpose: To provide workplace management services to ensure a healthy and safe working environment for DPSA staff and all who access the Batho Pele building by managing the provision of strategic protective security management, facilities and records management.

SALARY : R1 057 063 per annum (Level 13) (An all-inclusive remuneration package). Pay progression up to a maximum salary of R1 245 495 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Degree/B-Tech or equivalent qualification at NQF level 7 in Facilities Management/Security and Risk Management/Public Management/Social Sciences, Registered with PSIRA (Private Security Industry Regulatory Authority) on Grade A or B, a minimum of 5yrs experience at senior or Middle Managerial level/ Knowledge of the Public Service Regulatory Framework, the Public Service Act, Public Service Regulations and the National HR PS Policy Framework. Skills:

- Analytical, Planning and Organising, Team Leadership, written and verbal communication, Initiative & Openness and Transparency.
- DUTIES** : Manage the Provisioning of Facilities, Security and Reception and Records Management Services, Management of the Directorate: Human and Financial Resources, Develop and Implement relevant Policies, Systems and processes, including schedules, Design and implement Total Security Management Policies, Standards, Systems and Services such as Physical, Document, Personnel and IT Security in compliance with the National Archives and Record Service of South Africa Act. Implement and maintain an integrated electronic and manual records management systems as well file plans.
- ENQUIRIES** : Ms. Karien Beckers Tel No: 012 336 1570

OTHER POSTS

- POST 29/69** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: DPSA19/015**
 Purpose: To ensure compliance with HR Development programmes and provide and co-ordinate the implementation of the Performance Management and Development Systems in respect of DPSA employees.
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R863 748 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.
- CENTRE REQUIREMENTS** : Pretoria
 : An appropriate B Degree/B-Tech in Human Resources/Public Management/Public Administration/related field or equivalent qualification (at NQF level 7). At least 3yrs' experience in human resource administration on Middle Managerial level. Implementation of Skills Development Strategy and plans and/or Performance Management within the Public Service. Knowledge of Public Service Regulation Framework, Sound understanding of DPSA HRD and SD Strategies, PMDS policies, practices and procedures and knowledge of performance management systems, tools and methodologies. Ability to work in a team, networking and building bonds, initiative, people management and good communication skills. Computer literacy, continuous improvement, decision-making and problem solving and be able to write reports.
- DUTIES** : Provide and co-ordinate the implementation of performance management system. Design and facilitate the implementation of incentive systems. Conduct an assessment of the implementation of training and performance management programmes and produce reports thereof. Facilitate the implementation of career management policies and programmes i.e. succession planning, talent management, retention, career roles and programmes to preserve institutional memory.
- ENQUIRIES** : Ms. Karien Beckers Tel No: 012 336 1570
- POST 29/70** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DPSA/19/016**
 Purpose: To render timely, correct and authoritative assistance and advice to DPSA employees on Performance Management and co-ordinate all processes attached to Performance Management.
- SALARY** : R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria
 : An appropriate B Degree/B-Tech in Human Resources/Public Administration Management/related field or equivalent qualification at (NQF level 7). Minimum of 6yrs' experience in human resource administration including PMDS management experience. Knowledge of Public Service Regulatory Framework, Sound understanding of DPSA Strategy, knowledge of HRM policies and practices. Team work, problem-solving and decision-making, people management and good

- communications skills, report writing, networking and building bonds and continuous improvement.
- DUTIES** : Implement and maintain Performance Management policies and procedures and Probation Management. Provide advisory services i.e. interrogate, track quarterly performance reports, conduct one-on-one sessions with staff, regarding implementation of the performance management and development system to all officials in the DPSA. Provide advisory services i.e. interrogate, track quarterly, conduct one-on-one sessions with staff, regarding performance of staff on probation. Facilitate the implementation of performance related incentives on Persal. Participate in the development of Performance management policies, guidelines and procedure manuals. Develop and maintain performance management and development databases for all officials in the DPSA. Participate in design and implementation of career management policies and programmes i.e. succession planning, talent management, retention, career pathing, job rotation, job enrichment and acting roles programme to preserve institutional memory.
- ENQUIRIES** : Ms. Karien Beckers Tel No: (012) 336 1570
- POST 29/71** : **ASSISTANT DIRECTOR: ESTABLISHMENT MATTERS REF NO: DPSA19/017**
Purpose: To provide Human Resource Information Management Services.
- SALARY** : R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Recognised B. Degree/B-Tech or equivalent qualification (at NQF level 7) in Human Resources/Public Administration or within the Humanities field. At least 6 years' appropriate experience in Human Resource Management and Administration within the Public Service including Establishment Management. Knowledge of Public Service Regulatory Framework, Knowledge of HRM policies, practices and procedures.
- DUTIES** : Maintain human resource and staff establishment information system, Management of PERSAL in the HR Sphere (PERSAL Controller), Maintain and monitor the compensation of employee costing model in collaboration with the financial management costing unit, Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units, Maintain database for recruitment of contract workers, Oversee the effective maintenance of documents in the HR registry and administer employment on contract, additional to the establishment.
- ENQUIRIES** : Mr. Thabang Ntsiko Tel No: (012) 336 1163

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the DTI Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or <http://www.thedti.gov.za/careers>.
- CLOSING DATE** : 30 August 2019
- NOTE** : Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. 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. Correspondence will be limited to short-listed 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 DTI reserves the right not to fill any advertised position(s).

OTHER POSTS

- POST 29/72** : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: OM/DPCC 001**
Overview: To provide administrative support to the executive authority on matters relating to Parliament and Cabinet.
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive remuneration package)
: Cape Town
: An appropriate three-year degree or equivalent qualification. 6-10 years experience. Key requirements: proven management 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. Knowledge of Ministry operations. Computer literacy. Communication skills (verbal and written).
- DUTIES** : Monitor events in Parliament to identify matters that have a bearing on the portfolio of the executive authority: Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the executive authority. Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the executive authority and brief departments on decision taken. Monitor events in Cabinet to identify matters that have a bearing on the portfolio of the executive authority. Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the executive authority. Liaise with structures, by attending meetings like cluster and committees. Render and efficient and effective parliamentary service: Facilitate timeous and appropriate responses to parliamentary questions in the prescribed by Parliament and ensure departmental representation in parliamentary events. Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. Gazette and table draft bills emanating from the portfolio of the executive authority. Provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the executive authority. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable): Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Tshwane and Cape Town. Manage the movement of households

		to and from Cape Town. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the executive authority.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
<u>POST 29/73</u>	:	<u>REGISTRY CLERK REF NO: OM/COS 018</u>
<u>SALARY</u>	:	R257 508 per annum (Level 7) (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric plus 1 - 2 years' experience in a Records management environment. Key Requirements: Experience in electronic records management system. Experience in distribution of mail, record keeping, imaging and register management. Knowledge and understanding of National Archives Legislation, Public Service Act, Public Service Regulations and PFMA. Time management skills, communication skills (written and verbal), problem solving skills, customer service / service delivery. A Diploma in Office Administration or related qualification will be an added advantage. Proficient in MS Office Packages.
<u>DUTIES</u>	:	Correspondence: Distribution of incoming and outgoing mail, courier parcels, diplomatic bags and remittances (transferable items). Franking of outgoing mail, and courier service invoice/waybill reconciliation. Record keeping of all documentation processed within the Office of the Deputy Minister: Open new files / volumes. File documents. Update register for open files. Close files of more than 3 cm thickness. Number each item placed onto file. Complete control sheet. Writing of replacement / file out cards and notes. Register supply of files to officials. Collect signed out files. Track files signed out. File correspondence that are received back from officials. Allocate file numbers to correspondence or documents that has no numbers. Box files. Label files and boxes. Retrieve and transfer files stored offsite. Monitor the disposal requirements of files. Destroy files based on NARS approved disposal authorities. Re-sort and file Registry space affected by destructions. Imaging services. Document Preparation: Fine sorting of incoming documentation, identification of file plan reference numbers, removal of paperclips and staples, copying double sided documents, etc. Indexing of documents: Opening of new folders for new documents, completion of required index fields per document, etc. Scanning of documents. Quality control: Ensure that all pages were scanned and are viewable in Documentum. Verify quality of images and rescan if necessary. Reassembly of files and transfer of the files to the Registry. Completion of relevant registers. Destruction register. Disposal authorities register. Registered mail.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835
<u>POST 29/74</u>	:	<u>FOOD SERVICE AID REF NO: OM/PAR 003</u>
		To prepare food, setting up tables for meetings and workshops and general cleaning and housekeeping of kitchenettes.
<u>SALARY</u>	:	R102 534 per annum (Level 02) (excluding benefits)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	ABET plus 1-year relevant experience in a cleaning environment. Key Requirements: Experience in providing cleaning services in the kitchen. Experience in meeting preparation and providing logistic support. Experience in management of consumable cleaning equipment. Communication skills, customer care, interpersonal skills and planning and organising skills.
<u>DUTIES</u>	:	Provide cleaning service in the kitchen: Cleaning kitchen cupboards and counters. Cleaning microwaves and fridges. Tidying up the pause areas and kitchen. Reporting of any damages and malfunction. Cleans the utensils: Wash and store crockery in the pause areas and kitchens. Washing of dishcloths. Report missing utensils to the Personal Assistant or Team Assistant of relevant Business Unit. Provide meeting preparation for food and refreshment: Discuss requirements with clients and prepare ahead of meeting. Setting up tables for meetings and

workshops. Arrange and prepare crockery and food for meetings. Cleaning tables after meetings and workshops. Removing and returning crockery to the relevant Business Unit for storage. Replenishing beverages during meetings. Management of consumable cleaning equipment: Collect the detergent and dishwashing aids from the manager. Lock detergents and aids away safely and ensure that they last the whole month. Manage and report stock loss and damages. Ensure correct measurements of detergents to ensure. Care for allocated uniform and report damages and losses where incurred. Provide logistic support: Complete the roster. Collect Roster sheets from manager in the beginning of week and return roster on Mondays. Sign log in attendance register daily. Collect manual request from client and inform management. Report Complaints.

ENQUIRIES

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

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 30 August 2019
- NOTE** : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late or faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

- POST 29/75** : **CHIEF ENGINEER GRADE A REF NO: 300819/01**
Branch: Chief Operations Office: Free State, Infrastructure Development and Maintenance

- SALARY** : R1 042 827 per annum (OSD)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's License (certified copy must be attached). Knowledge of Water Resource Infrastructure Management. Knowledge of Sector Legislation. Knowledge of Dam Safety Regulation and Standards. Programme and project management skills. Knowledge of Engineering, legal and operational compliance. Mobile equipment operating skills. Engineering design and analysis. Knowledge and skills in Maintenance. Knowledge of Engineering Code of Conduct; risk management; technical report writing; Knowledge Management and financial management. Research and development skills. Computer-aided engineering applications. Creation of a high performance culture. Technical consulting. Engineering and professional judgement. Communication skills both verbal and written. Computer skills; people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making; team leadership, creativity, financial management, customer focus and responsiveness.

- DUTIES** : The successful candidate will be responsible to perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. These entail the following activities: Perform and manage all engineering activities related to water and wastewater infrastructure through engineering design, analysis and maintenance of engineering operational effectiveness (Designs and evaluates design elements). Provide strategic direction in water services infrastructure and associated processes through governance (Plans engineering projects and systems). Communicate with relevant stakeholders with regards to projects and activities. Develop, maintain and upgrade technology

applicable. Manage Professional Service Providers (PSPs) contracts. Oversee and manage all work conducted by PSPs. Delegate work to PSPs. Oversee and monitor all PSP contracts. Provide leadership to the sector. Conduct strategic and business planning for the sector. Financial Management and People Management. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Contribute to the strategic plan of the Branch. Assists in developing strategic plans, annual business plans and budget for the Directorate. Revise plans quarterly. Provide verbal and written reports to managers.

ENQUIRIES : Mr M Manyama, Tel No (051) 405 9000
APPLICATIONS : Bloemfontein: Please forward your application quoting the reference number to the Provincial Head: Free State, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand delivered to Corner of East Burger and Charlotte Maxeke, 2nd Floor Bloem Plaza, Bloemfontein, 9300.

FOR ATTENTION : Ms. L Ntja

POST 29/76 : **SCIENTIFIC MANAGER GRADE A REF NO: 300819/02**
 Branch: Planning and Information
 Dir: Hydrological Information

SALARY : R898 569 per annum (all inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An MSc Degree or relevant qualification. Six (6) years post qualification Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). A valid driver's license (certified copy must be attached). A thorough understanding on how to develop and manage mechanisms for data acquisition, processing and dissemination including information flow process. Proficiency in English language: speaking, writing and public address. Experience in project management. Excellent interpersonal and communication (written and verbal) skills. Good liaison and organisational skills; basic understanding of financial management and the PFMA. Sound administrative skills and a demonstrated commitment to service delivery. Experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and internet.

DUTIES : Manage surface and groundwater data acquisition, capturing, processing and dissemination. Analyze and improve the effectiveness of respective data and information flow to and from the information system, including quality control (quality management) and auditing of data. Provide advisory services, Information dissemination and knowledge management. Setting of standards, policies and systems for data collection in the water sector. Disseminate data and information to intending users in appropriate forms computer files of raw data, hydrological statistics for particular locations or areas subject to resource development. Annual statistical summaries in yearbook form, national hydrological atlases, contributions to national state of the national water reports. Etc. Assemble data about aspects of the bio-physical and human environment that are needed to develop an understanding of hydrological processes topography, lithology, land use, climate, water use and discharge. Define and disseminate national standards for water-related data and information. Manage a diverse group of scientists. Responsible for various functions and activities in the field of hydrology / geohydrological data management as well as financial management of the unit.

ENQUIRIES : Mr LZ Maswuma Tel No: (012) 336 8784
APPLICATIONS : 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 to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabile

POST 29/77 : **DEPUTY DIRECTOR: CATCHMENT MANAGEMENT AGENCIES REF NO: 300819/03**
 Branch: Regulation
 SD: Water Management Institutions

SALARY : R869 007 per annum (Level 12)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria Head Office
	:	A National Diploma or Degree in Natural Science or Social Sciences. Three (3) to five (5) years' supervisory experience in Integrated Water Resource Management. Knowledge and experience in the development of strategic and business plans. Knowledge of the National Water Act, Act No 36 of 1998. Knowledge of Public Service Act and Regulations; Public Finance Management Act. Knowledge on Governance. Strategic Capability and Leadership. Programme and Project Management. Financial Management, Change Management and Knowledge Management. Service Delivery Innovation (SDI), Problem solving and analysis, people management and empowerment, Client orientation and Customer focus.
<u>DUTIES</u>	:	Creates an enabling policy, legislative and best practice framework for the establishment of Water Management Institutions. Ensure, support and guide the establishment of Water Management Institutions nationally. Ensure regional liaison meetings and national conferences are held. Ensure governing boards are appointed and WMI development are advised and supported. Support Governing boards and provide information accordingly. Ensure Catchment Management Strategy guidelines are developed and regulatory framework is monitored. Ensure that corrective actions are implemented where needed. Provides support in the development of Strategic and Business plans. Coordinate Department of Water and Sanitation input into Catchment Management Strategy development. Management of projects to provide capacity building and Water Management Institutions Development support. Ensure awareness framework is developed and materials produced. Develop Local Government support programmes and tools. Develop an expenditure forecast on a quarterly basis for the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Bofilatos Tel No: (012) 336 7562
	:	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 to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms LI Mabole
<u>POST 29/78</u>	:	<u>CHIEF SECURITY OFFICER REF NO: 300819/04</u> Branch: Chief Operation Officer: Eastern Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	King William's Town
	:	A Senior Certificate / Grade 12 certificate. A Grade B Security Certificate and PSIRA registration certificate (Must attach certified copy). Three (3) to (5) five years supervisory experience in a security environment. A valid Driver's license (Must attach certified copy). Knowledge in Occupational Health and Safety. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Riot control and first aid competencies. Ensure security measures are in put place and implemented correctly.
<u>DUTIES</u>	:	Implement security policies in line with relevant acts and national directives as determined by national bodies. Conduct risk analysis and security appraisals for National and Provincial office installations. Monitoring of security operations within the office responsibility. Investigation of all incidents at offices and liaise with police where possible. Render security awareness programmes at all installations within the department. Assist in the basic implementation of safety policy. Assist with organisation and facilitation of workshops to create awareness on policies and guidelines. Attend to ad hoc queries pertaining to OHS and safety programmes from both internal and external clients. Administer HRM, HRD and EE plan reports and submissions. Manage all administrative functions within the section. Provide logistic support.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Zenzile Tel No: (043) 604 5528
	:	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 No. 2Hargreaves Avenue, King William's Town 5600.
<u>FOR ATTENTION</u>	:	Ms T Solwandle Tel No: (043) 604 5476

POST 29/79 : **PERSONAL ASSISTANT REF NO: 300819/05**
Branch: Chief Operations Office: Mpumalanga

SALARY : R257 508 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft office suite. Good office management skills inclusive of document tracking, storage and retrieval system. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (both verbal and written). Good accountability and ethical conduct.

DUTIES : Provide personal assistance, including a secretarial support service to the Chief Director. Render administrative support services. Manage the diary and provide support to the Chief Director regarding meetings. Support the Chief Director with the administration of budget. Operate and ensure that office equipment, e.g. computer systems and photocopiers are in good working order. Ability to perform advanced typing. Utilise discretion to decide whether to accept, decline or refer queries. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions, reports and make notes for the Managers recommendations. Draft documents as required. Manage the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationery, refreshments etc. Coordinate logistical arrangements for meetings/travelling required and processing of Subsistence and Travel claims for the Manager. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts, policies and procedures.

ENQUIRIES : Mr Guma F Tel No: (013) 759 7310
APPLICATIONS : Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr D.P Nkuna

POST 29/80 : **SECRETARY: INSTITUTIONAL ESTABLISHMENT REF NO: 300819/06**
Branch: Chief Operations Office: Mpumalanga
Dir: Institutional Establishment

SALARY : R173 703 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : A Senior Certificate. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficiency in Microsoft Office, Word, PowerPoint and Outlook, sound organizational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Understanding of project management related issues. Basic understanding of Financial Management. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES : Provides secretarial, receptionist and administrative support service to the Directorate. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinate the diary of the Director by recording appointments and events. Compilation and coordination of

documents for the Directorate and Director. Operate office equipment like fax and photocopy machines. Liaise with internal and external stakeholders travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Record minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Directorate. Process all travel and subsistence claims and all invoices that emanates from the activities of the work of the Directorate. Draft routine correspondence and reports and administers matters such as leave, PMDS, training, registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Directorate. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist in the Directorate

ENQUIRIES
APPLICATIONS

- : Mr S Nkuna Tel No: (013) 759 7317
- : Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
- : Mr D.P Nkuna

FOR ATTENTION

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, For Attention: Ms T. Dyani. Hand delivered applications will be received at Foyer.
- FOR ATTENTION** : Mr S. Meligana
- CLOSING DATE** : 30 August 2019
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose financial interests. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. All applications received after closing date will not be considered. No faxed/email applications will be accepted. The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process. The Department Seeks to utilise the filling of vacancies as a measure to advance upward mobility of internal candidates.

MANAGEMENT ECHELON

- POST 29/81** : **CHIEF DIRECTOR: MUNICIPAL GOVERNANCE AND SUPPORT REF NO: COGTA (01/08/2019)**
- SALARY** : R1 251 183 – R1 495 956 per annum (Level 14)
- CENTRE** : Bhisho
- REQUIREMENTS** : A Bachelor's degree (NQF7) in Development Studies/ Social Science. A Master's degree in Development Studies/ Social Science will be an added advantage. A minimum of 5 years working experience at Senior Management level position in Local Government, other advanced management programmes aimed at the capacitation of senior management in the Public Service. A valid driver's license (Code EB). Computer literacy. Experience in a Local Government environment. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience and knowledge and understanding of the planning frameworks. Extensive understanding of the IGR environment and the purpose of IGR in the government context. Strong understanding of the regulatory and policy environment. Extensive understanding and interpretation of the legislation and strong implementation and management of legislative imperatives. Monitoring and Evaluation environment. Has very strong research and analysis capacity and capability. Extensive understanding of the Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and

empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing and analytic skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation, report analysis of trends, evaluation and researching and presentation skills. A driven, agile, hardworking and motivated manager, who is prepared to work long hours and produce high quality of work.

DUTIES : Monitor and ensure the legislative compliance issues in municipalities. Support and monitor the establishment and functionality of Financial Oversight Structures in the municipalities. Monitor and support municipalities in filling of critical vacant posts and compliance with Municipal Systems Act of 2000 and Local Government Regulations of 2014. Monitor and report on implementation of 5 pillars of Back to Basics (B2B) Programme. Monitor the co-ordination of departmental support initiatives in municipalities including Operation Masiphathisane, shared services and integrated development across the three spheres of government. Responsible for the compliance and functionality of the municipalities. Develop systems, processes and programmes that seek to improve the performance of the municipalities. Ensure the capacitation of both the administrative and executive segments of the municipalities to enable to efficiently discharge their mandate.

ENQUIRES : can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352.

NOTE : Preference will be given to African Female and people with disabilities.

POST 29/82 : **DIRECTOR: MUNICIPAL FREE BASIC SERVICES REF NO: COGTA (02/08/2019)**

SALARY : R1 057 326 – R1 245 495 per annum (Level 13)

CENTRE : Bhishe

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Development Studies or Social Sciences or related equivalent qualification as recognised by SAQA. Have a technical background in the Civil, Electrical and water management qualification. A Master's Degree in Development Studies, Built Environment, Statistics and Social Sciences or related field will be an added advantage. Five years' experience at Middle/ Senior Management level. Very strong in Monitoring and Evaluation background, exceptional Policy development and application capability, extensive understanding of the Basic Services and Free Basic Services policy imperatives, sound planning and implementation capability, sound knowledge of the Division of Revenue Act and its imperatives. Sound understanding of the Community Based Planning and Management. Exceptional Facilitation and Mobilizing skills. Experience or training in Microsoft Office with specific reference to MS Word, MS Spreadsheet, MS PowerPoint, Outlook and database capability. A valid Code EB Drivers License. Experience in Community Development or Local Government will be an added advantage.

DUTIES : Develop Frameworks for municipalities for the provision of Free Basic Services, Interpretation and application of the Free Basic Services Polices, very strong skills in the development of guidelines for the identification and the management of the indigents, develop support frameworks for municipalities to promote, facilitate, coordinate and monitor the implementation of policies on Free Basic Services (electricity energy, water and sanitation) by municipalities. Develop norms and standards for free basic services implementation. Promote, coordinate, strengthen and monitor FBS institutions, stakeholder's forums in municipalities and FBS knowledge management. Support municipalities in the development, interpretation and management of the indigent registers. Competencies; Exclusive knowledge, policies and practices that affect Municipal Free Basic Services and administration. Develop a reporting and the monitoring framework for the reporting and management of data for the Free Basic Services. Ensure the municipalities plan and budget adequately for FBS to cover the indigent households. Regularly present report to the clusters on the impact of FBS on the poor household in the province. Influence policy and budgetary processes in the province to promote FBS Influence policy changes and improvement. Promote Government policy of providing services to the poor and interpret and apply government policies, Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally

		ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organizational and conflict management skills. Good management, communication, facilitation, social facilitation, stakeholder engagement, data analysis, monitoring and reporting, research and presentation skills. Preference will be given to an African Female and people with disabilities. can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
<u>ENQUIRIES</u>	:	
<u>POST 29/83</u>	:	<u>DIRECTOR: VALUATION SERVICES REF NO: COGTA (03/07/2019)</u> Re-advertisement. Candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 057 326 – R1 245 495 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Real Estate (Property Valuations) recognised by South African Council for Property Valuers Profession. Registered as Professional Valuer with South African Council for Property Valuers (SACPVP) without restrictions. 5 years' experience in a middle management level in property valuation. Valid Code 8 (EB) Drivers' license. Competencies; Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory skills. Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.
<u>DUTIES</u>	:	Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of disciple, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues to Municipalities.
<u>ENQUIRIES</u>	:	can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
<u>NOTE</u>	:	Preference will be given to African Females and people with disabilities
<u>POST 29/84</u>	:	<u>DIRECTOR: SPATIAL PLANNING REF NO: COGTA (04/07/2019)</u> Re-advertisement. Candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 057 326 – R1 245 495 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF Level 7) in Town and Regional Planning or related equivalent qualification. Five (5) years' experience at a middle management level in Town and Regional Planning. Master's Degree in Town and Regional Planning will be an added advantage. Registration with the South African Council for Town and Regional Planners is a prerequisite. Extensive experience in the

implementation of the various Planning Legislations in the Eastern Cape as well as Project Management will be an added advantage. Experience in Local Government environment. Registered with South African Council for Town and Regional Planner. Valid Code 8 (EB) drivers license. Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES : Facilitate, manage and monitor Town and Regional Planning Services. Manage and Monitor the compilation and implementation of budget and operational plans in terms of the PFMA. Manage the development and implementation of policies and guidelines relating to the Spatial Planning in the Municipalities. Manage the assessment of spatial development applications. Provide and drive strategic direction for the Division and determine Key Performance Areas to ensure the formulation and implementation of appropriate strategic policies which will enable the Division to successfully fulfil its role in the delivery of special planning services to communities. Efficiently manage the Division to ensure effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and appropriate utilisation of resources.

ENQUIRIES : can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352

NOTE : Preference will be given to African Females and people with disabilities.

POST 29/85 : **DIRECTOR: LAND USE MANAGEMENT & ADMINISTRATION REF NO: COGTA (05/07/2019)**

Re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY : R1 057 326 – R1 245 495 per annum (Level 13)

CENTRE : Bhisho

REQUIREMENTS : A Land Use related Degree (NQF level7) e.g. in Town / Regional/Planning, Development Studies, Land Survey or Property Valuations or Land Use Planning. Certificates in Conveyancing and Administration of Deeds, Property Management or Land Policy and Legislation will be an added advantage. Five (5) years working experience at a middle management level and experience in Local Government environment will be an added advantage. Valid Code 8 (EB) Drivers license. Computer literacy. Competencies: Exclusive knowledge of legislations, policies and practices that affect Land Use Management & Administration e.g. (SPLUMA) and its Regulations. Ability to interpret and apply Government Policies, Public Service Act as amended, PFMA, Analytical and Interviewing skills, supervisory skills, finance & budgetary skills. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.

DUTIES : Manage the facilitation promote, co-ordination and monitoring of Land Use Management and Land Administration Services. Facilitate and monitor the establishment of administrative systems required for the implementation of the Spatial Planning and Land Use Management. Act and its Regulations (SPLUMA). Formulate and interpret SPLUMA Legislation, policies and processes. Manage the

Directorate's budget in accordance with the provisions of the Public Finance Management Act 1999 and Treasury Regulations. Actively contribute to the formulation and implantation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of Human Resources, asset and financial resources of directorate with Efficiently manage a division, including the effective utilisation and training of staff, The maintenance of discipline, promotion of sound labour relations and the proper use of State property. Provide and drive strategic direction for the division and ensure the formulation staff compliment of minimum of ten people.

ENQUIRIES : can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
NOTE : Preference will be given to Females and people with disabilities

POST 29/86 : **DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: COGTA (06/07/2019)**

Re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY : R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE : Bhishe

REQUIREMENTS : A Bachelor's degree (NQF7) in Urban & Regional Planning/Developmental Planning or Development Studies. Masters in Developmental Studies, Masters in Planning and Sustainable Development (MPlan) will be an added advantage. Good understanding of Planning Framework e.g. ward based plan. Alignment of IDP with Provincial Development planning and National Development Planning. Computer Literacy. Five (5) years of experience at a middle/ senior managerial level. A valid Driver's licence. Computer literacy. Experience in community development or local government will be an added advantage Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Municipal System Act, Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and a development of a budget to implement a Key Performance Area. Proven project management experience and roll out plans. Planning and organising, change and people management and empowerment, strategic capability, conflict resolution, project and financial management. Experience in research, co-ordination and stakeholder relationship management.

DUTIES : Provide and direct input into provincial wide planning and development in line with provincial spatial development framework. Preparation of development planning policies, legislation and alignment with provincial spatial development frameworks. Undertake strategic interactions with sector department, local and national government authorities. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.

ENQUIRES : can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352

<u>NOTE</u>	:	Preference will be given to Male and people with disabilities
<u>POST 29/87</u>	:	<u>DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA (07/07/2019)</u> Re-advertisement. Candidates who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 – R1 245 495 per annum (Level 13) Bhisho A Bachelor's degree (NQF 7) in Public Management or Management/ Development Studies. A Master's degree in Management or Public Administration or Social science or Developmental studies/Policy studies will be an added advantage. Five years of experience at a middle/ senior managerial level. Computer Literacy. A valid Code EB driver's licence. Experience in community development or local government will be an added advantage Competences: Strong and dynamic strategic leadership, Social facilitation and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.
<u>DUTIES</u>	:	Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion). Identifying and rewarding innovation/good practices of citizen's engagement. Coordination of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane. Provide efficient and effective coordination of community development workers programme at District level. Provide strategic guidance to CDW operations. Develop, coordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on the CDW programmes and systems. Develop mechanism for monitoring and evaluation of CDWs. Facilitate CDW provincial task team for coordination amongst the role players. Promote networks and enhance the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Efficiently manage the directorate, including effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state properties. Responsible for planning and budgeting within the directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Systems Act, Municipal Structures Act and other related legislations. Coordination and Implementation of Operation Masiphathisane, ward based planning (ward profiles), report analysis skills and able to assist Local Government in community participation e.g. IDP community engagement sessions.
<u>ENQUIRIES</u>	:	can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
<u>NOTE</u>	:	Preference will be given to African Female and people with disabilities

POST 26/88 : **DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: COGTA (08/07/2019)**

SALARY CENTRE : R1 057 326 – R1 245 495 per annum (Level 13)
: Bhisho

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Financial Accounting/ Financial Management/ Public Finance/ Management Accounting. A Master's Degree in Development Studies or Social Sciences or related field will be an added advantage. Five years' experience at Middle/ Senior Management level financial management role. Experience or training in Microsoft Office with specific reference to MS Word, MS Spreadsheet, MS PowerPoint, Outlook and database capability. A valid Code EB Drivers License. Competencies: Applied strategic thinking, applying technology, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written). Ability to interpret and apply government policies. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.

DUTIES : Implement, monitor and review Departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental bank account. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Ensure the management of revenue collection and receipting. Perform month- end and year- end accounts closure process. Prepare quarterly and Annual Financial Statements and supporting working papers. Ensure the management of cash flow releases and reconciliations. Ensure management of creditors payments and reconciliation of accounts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Manage receivables due to the Department, including the recording, collection, banking and write- off irrecoverable amounts. Manage authorisation and processing of salary payments, deductions and pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers of fruitless and wasteful expenditure. Manage all audit responses including the Auditor- General and Internal Audit. Identify staff capacity needs and ensure training and development interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES : can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352

NOTE : Preference will be given to an African Female and people with disabilities

OFFICE OF THE PREMIER

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION : Vusumzi Booyesen / Nomthandazo Xesha

CLOSING DATE : 30 August 2019

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of

citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

- POST 29/89** : **DIRECTOR: YOUTH REF NO: OTP01/08/2019**
- SALARY** : R1 057 326 per annum (Level 13)
- CENTRE** : Bhishe
- REQUIREMENTS** : An NQF Level 7, B. Degree as recognised by SAQA in Humanities/ Social Sciences or related field. Minimum 5 years' experience as a Deputy Director in similar environment. Practical experience of working in a Youth Development space and /or in working with Designated Groups. Knowledge: Knowledge of the Public Sector Legislative and Policy frameworks. In-depth knowledge of the International, Regional and National Policy and Legislative frameworks related to Youth and Youth Development. Understanding of Economic and Social Policy Frameworks related to Designated Groups and Special Programmes. Extensive knowledge of the Transformation and Developmental agenda of government - and in the Public Service - particularly in respect to Youth and other Designated Groups. Basic knowledge of research, monitoring and evaluation principles and practices. Skills: Ability to work with various stakeholders- especially those involved in Youth Development. Advanced organising and negotiation skills. Conflict management and resolution skills. Critical thinking skills, Communication skills, Computer literacy, Facilitation skills and Mobilisation Skills. Added advantages: A relevant post graduate qualification. A SAQA recognised qualification in youth development work. Experience in the IGR and Local Government space will be an added advantage. Suitably qualified Persons with Disabilities will be given preference.
- DUTIES** : Manage the planning, implementation, monitoring and reporting on the provincial youth development strategy and other national youth development frameworks: Co-ordinate and monitor implementation of the Youth Development Strategy and National Policy Frameworks on Youth Development. Facilitate the development of the Provincial Youth Implementation Framework/ Plan in conjunction with provincial government and public entities. Manage the monitoring of the implementation of the Provincial Youth Implementation Framework/ Plan and report thereon. Manage the integration of youth development into the mainstream of government programmes by participating in the strategic planning of departments and municipalities to ensure the inclusion of youth development programmes in their APPs and IDPs, as articulated in the Provincial Youth Development Strategy and other relevant Youth Development Policy Frameworks. Guide and monitor the mainstreaming of youth development in policies, programmes and plans of government and other role players involved in delivering services to the youth. Co-ordinate and manage Youth Development Forums – Provincial and Local Government levels. Ensure inclusion of marginalized youth, e.g. young people with disability, young women and rural youth by facilitating the

creation of an enabling environment for previously marginalized communities to tap into government youth development programmes. Manage and facilitate the implementation of youth empowerment programmes for entrepreneurship and economic development: Explore and facilitate various opportunities for youth to participate in the various economic sectors, especially those prominent in the Province. Co-ordinate and manage the provision of mentorship and support to young people for their economic empowerment and development: to create business awareness and encourage the development of small businesses and cooperatives and ensure the access finance, skills development, market linkages and networking opportunities. Manage the facilitation of the creation of job opportunities through various initiatives and Youth Development Flagship Programmes and strategic initiatives. Facilitate and monitor youth-focused planning and budgeting within departments, municipalities and entities and ensure compliance with the relevant redress policy and legislative frameworks. Manage the facilitation, coordination and monitoring of the implementation of youth programmes in the Provincial Departments, District Municipalities and State Owned Entities. Facilitate the development of a provincial skills and talent pipeline that is responsive to the socio-economic needs of the province: Facilitate establishment of partnerships- on youth development- with business associations, SETAs and other sectors to create opportunities and source funding as well as with institutions of higher learning, including strengthening the existing ones. Facilitate the creation of viable pathways for out of school youth and school leavers into post school learning opportunities. Strengthen partnerships for skills development projects with Education Institutions, Private Sector and relevant sectors. Facilitate talent and skills pipeline that is responsive to the socio-economic needs of the province by facilitating of exposure of young people to support and career awareness opportunities at school, tertiary and work place levels. Monitor the provision of financial support through bursaries and employment preparedness through internship and learnership programmes, including the placement of youth in workplaces to enable them to gain experiential learning. Conduct research on issues pertaining to youth, mobilize and organize young people to take charge of their wellbeing: Manage the establishment and maintenance of a comprehensive database on youth in the province (on various issues and aspects), which is accessible to provincial government for planning and decision making. Facilitate the conducting of research on various aspects of youth development matters in partnership with educational institutions, Statistics SA and maintain a provincial repository of research projects. Manage and facilitate the mobilization of youth stakeholders and civil organizations in the province through various platforms towards youth development and for assessment of impact of government programmes related to youth, amongst others. Co-ordination of youth stakeholders towards youth development through various platforms. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems within area of operation with minimum guidance from the supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure effect management of resources within the Unit. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility.

ENQUIRIES : can be directed to Mr. V. Booysen / Mr. M Mbangi at Tel No: (040) 609 6490 or Ms T. Xesha Tel No: (040) 609 6424

OTHER POSTS

POST 29/90 : **DEPUTY DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP02/08/2019 (X2 POSTS)**
Governance & Administration Cluster and Economic Development Cluster

SALARY CENTRE : R826 053 per annum (Level 12)
: Bhisho

- REQUIREMENTS** : An NQF Level 7 B. Degree as recognized by SAQA in Public Administration/Management or related qualification in Social Science/Humanities with a minimum of 3-5 years Assistant Director Experience in development planning in the public service. Knowledge: Legislative framework and relevant government procedures, Policy analysis, policy development and policy implementation and review processes, Strategy development, strategy management as well as strategy monitoring and review processes, Monitoring and Evaluation processes, National Development Plan, Eastern Cape Provincial Development Plan, Government Cluster System, priorities and outcomes approach, Government planning cycle & Systems of governance and administration. Managerial competencies: Strategic Capability and Leadership, Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management.
- DUTIES** : Development of the integrated provincial medium and long term strategic plans and guide the implementation thereof: Develop and review the Provincial Development Plan (PDP) to guide long term planning in the province. Develop and review the 5 year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the 5 year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Coordinate and guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the analysis of provincial and local plans. Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of IDPs to ensure alignment with government priorities and sectoral plans. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mr. V. Booysen / Mr. M Mbangi at Tel No: (040) 609 6490 or Ms T. Xesha Tel No: (040) 609 6424
- POST 29/91** : **DEPUTY DIRECTOR: PROVINCIAL BROADBAND & UNIFIED COMMUNICATIONS: NETWORK SERVICES REF NO: OTP03/08/2019**
(One Year Contract)
- SALARY** : R733 257 per annum (Level 11)
CENTRE : Bhishe
REQUIREMENTS : An NQF Level 7 B. Degree as recognised by SAQA in any ICT related field with minimum of 3-5 years Assistant Director Experience in an IT enabled environment. Applicable OEM-accredited advanced certifications in network, datacentre applications, and/or telecommunications infrastructure required. ITIL Practitioner, Princ2 Agile, and/or TOGAF (Level II) certification an added advantage. Expert knowledge of ICT implementation planning for within a government environment. Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks. Advanced knowledge of modern systems of governance and administration. Knowledge of the policies of the government of the day.
- DUTIES** : Manage and monitor the provision of Provincial Broadband Network Services (i.e. Performance & Security monitoring (NOC/SOC), Incident-Management, Problem-Management), specifically, but not limited to: Broadband Network Routing and

Switching; Broadband Network Security; and Broadband Network Wireless. Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to business and technology planning, development, implementation and maintenance: Ensure service delivery is in accordance with the business and technology specifications. Ensures quality control. Ensure that the expense structure remains within the budgets allocated to the department for information technology, by tracking all expenditure relating to business and technology solutions planning, development, implementation and maintenance. Ensure effective capacity management and planning to meet business demands relating to business and technology solutions. Co-ordinates project management. Liaison with client departments. Maintains technical architectures for the department within provincial strategies and architectures. Manages data-administration and enterprise application integrations. Manage the implementation and maintenance of advanced technologies. Provide inputs on to the development and planning policy and strategy relating infrastructure and ICT security. Develop, co-ordinate and manage ICT infrastructure and security policy, strategy, architectures, standards and processes. Implement and maintain ICT infrastructure and security plans and strategies. Ensure proper certification of planned ICT infrastructure and security solutions. Provide inputs into the budget and fiscal process. Manage all aspects of business solutions, ICT infrastructure and security service delivery and operational support. Manage ICT infrastructure, business solutions and security projects. Manage the provision of business solutions services. Member of the component's management team.

ENQUIRIES : can be directed to Mr. V. Booyesen / Mr. M Mbangi at Tel No: (040) 609 6490 or Ms T. Xesha Tel No: (040) 609 6424

POST 29/92 : **DEPUTY DIRECTOR: PROVINCIAL BROADBAND & UNIFIED COMMUNICATIONS: CONTRACTS MANAGEMENT REF NO: OTP04/08/2019**
(One Year Contract)

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11)
: Bhishe
: An NQF Level 7 B. Degree as recognised by SAQA in any ICT related field minimum of 3-5 years Assistant Director Experience in IT enabled environment. Applicable Internationally-accredited intermediate and/or advanced certifications in ICT Service Management (ITIL), Project Management (Princ2 Agile), and/or Enterprise Architecting (TOGAF) are required. Expert knowledge of ICT implementation planning for within a government environment. Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks. Advanced knowledge of modern systems of governance and administration. Knowledge of the policies of the government of the day.

DUTIES : Ensure effective capacity management and planning to meet business demands relating to services. Manage the conditions of contracts. Facilitate, renew, extend and cancel contracts. Monitor and coordinate supplier performance. Ensures quality control. Ensure that the expense structure remains within the budgets allocated to the department for information technology by tracking expenditures. Develop service level agreements for contract management and administration. Liaison with client departments. Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating client services.

ENQUIRIES : can be directed to Mr. V. Booyesen / Mr. M Mbangi at Tel No: (040) 609 6490 or Ms T. Xesha Tel No: (040) 609 6424

POST 29/93 : **ASSISTANT DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP05/08/2019**

SALARY CENTRE : R376 596 per annum (Level 09)
: Bhishe

- REQUIREMENTS** : An NQF level 7 Degree as recognized by SAQA in Industrial Engineering /Operations management / Management Services / Industrial Psychology and Job Evaluation Certificate with Minimum 3 years' experience in the field of OD at a Supervisor level. Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution & Job Evaluation Systems. Skills in Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Planning and Organising & Project Management.
- DUTIES** : Review and redesign departmental organisational structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organisational structure. Compile OD report. Implement and maintain post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of je results and implementation of results. Capture JE results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning.
- ENQUIRIES** : can be directed to Mr. V. Booysen / Mr. M Mbangi at Tel No: (040) 609 6490 or Ms T. Xesha Tel No: (040) 609 6424

**PROVINCIAL ADMINISTRATION: FREE STATE
PROVINCIAL TREASURY**

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Mr. I B Pheello Tel No: (051) 405 5069
- CLOSING DATE** : 30 August 2019
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised post.

OTHER POST

- POST 29/94** : **PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT REF NO: FSPT 009/19**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Diploma in Office Management and Technology or equivalent qualification with a minimum of two (2) years' experience in a secretarial or administrative/ clerical environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).
- DUTIES** : Provide a secretarial/receptionist support service to the Senior Management Services (SMS) member. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the SMS member. Render an administrative support service to the SMS member. Manage the travel arrangements and claims for the Office of the SMS member. Provide support with the administration of the budget. Provide support to the SMS member during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.
- ENQUIRIES** : Ms. L Riddles Tel No: (051) 405 5521

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 29/95</u>	:	<u>HEAD CLINICAL UNIT REF NO: REFS/HOU/26/19</u> Directorate: Paediatrics
<u>SALARY</u>	:	R1 728 807 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty and proof of current registration. Experience in Paediatric Cardiology. A minimum of 3years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty.
<u>DUTIES</u>	:	Overall supervision, management and training of fellows who are Sub-specializing in Clinical Unit. Management of both in-patients (including intensive care and high care) 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.
<u>ENQUIRIES</u>	:	Prof. Mawela Tel No: (012) 521 4444/4445
<u>APPLICATIONS</u>	:	should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
<u>NOTE</u>	:	Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old.
<u>CLOSING DATE</u>	:	30 August 2019
<u>POST 29/96</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: HRM 65/2019</u> Directorate: Radiology
<u>SALARY</u>	:	R1 728 807 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Mmed (Rad) D or FC Rad (D) SA. Extensive experience in General Radiology current Registration with the HPCSA (full) as a Radiologist for more than 3 years.
<u>DUTIES</u>	:	General administration and managerial duties pertaining to the Department of Radiology and duties as needed by the Head of Department. Assist in providing and improving Radiological services of a high standard. Be competent in interpreting General Radiology, Ultrasound, Mammography, CT, and MRI. PET/CT and Angiography and interventional Radiology. Participate in pre and post graduate training and research projects. Fulfillment of Academic and administrative duties and criteria as required by Steve Biko Academic Hospital and the University of Pretoria. Render after hours clinical services as required. Keen interest in Clinical Research.
<u>ENQUIRIES</u>	:	Prof Z.I Lockhat Tel No: (012) 354 2406
<u>APPLICATIONS</u>	:	to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications
<u>CLOSING DATE</u>	:	30 August 2019

- POST 29/97** : **MEDICAL SPECIALIST REF NO: HRM 66/2019**
Directorate: Radiology
- SALARY** : R1 106 040 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Mmed (Rad) D or FC (D) SA or equivalent. Experience in General Radiology, administrative skills.
- DUTIES** : Participate in training of pre and post graduates. Have experience in all aspects of General Radiology. Rotate through different Radiological modalities. Administrative duties and duties needed by the HOD. Contribute to research activities in Radiology.
- ENQUIRIES** : Prof Z.I Lockhat Tel No: (012) 354 2548
APPLICATIONS : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications
- CLOSING DATE** : 30 August 2019
- POST 29/98** : **MEDICAL SPECIALIS (X1 POST)**
Directorate: Accident and Emergency
- SALARY** : R1 106 040 per annum (Plus benefits)
CENTRE : DR. George Mukhari Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as Medical Specialist in a normal special and a proof Current registration. Grade 1: No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Improve quality of care by providing clinical care, supervising of junior staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the Head of Unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospital served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr. N Sithole: Tel No: (012) 521 3352
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).
- CLOSING DATE** : 30 August 2019
- POST 29/99** : **MEDICAL SPECIALIST REF NO: REFS/004103**
Directorate: Clinical Services (Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Family Medicine, General Surgery, Intensive Care, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Radiology, Trauma and Urology)

- SALARY** : Grade 1: R1 106 040 per annum (all-inclusive remuneration package)
Grade 2: R1 264 623 per annum (all-inclusive remuneration package)
Grade 3: R1 467 651 per annum (all-inclusive remuneration package)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty and proof of current registration. **Grade 3:** A minimum of ten (10) years appropriate experience as a Medical Specialist after registration with the HPSCA as a Medical Specialist in a normal specialty. **Grade 2:** A minimum of five (5) years appropriate experience as a Medical Specialist after registration with the HPSCA as a Medical Specialist in a normal specialty. **Grade 1:** No experience required after registration with the HPSCA as a Medical Specialist in a normal specialty.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Improve quality of care by providing clinical care, supervising of junior staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the Head of Unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospital served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr. N Sithole: Tel No: (012) 521 3352
- APPLICATIONS** : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).
- CLOSING DATE** : 30 August 2019
- POST 29/100** : **PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: REFS/004403**
Directorate: Clinical Psychology
- SALARY** : R1 025 316 per annum
- CENTRE** : DR. George Mukhari Academic Hospital
- REQUIREMENTS** : PhD degree in Psychology and registration with the HPCSA as a Clinical Psychologist, 8 years post-community service experience, Experience in clinical case supervision of interns, Experience in coordinating Clinical Psychology training programme, Experience in curriculum design and teaching at undergraduate and postgraduate levels at a tertiary institution, Involvement in the supervision of Masters research projects, Publications in accredited journals or conference proceedings will be an added advantage. Competencies: Excellent writing and communication skills, demonstrate people management skills, Administrative skills, Knowledge and ability to conduct research, Knowledge of relevant Health and Higher Education Acts and legislations.
- DUTIES** : Plan, manage and monitor staff service delivery activities in the Clinical Psychology Unit, ensure that staff members adhere to the HPCSA ethics and Provincial and National Health departments' policies in their delivery of service, Initiate, plan and monitor clinical training activities to sustain the HPCSA's accreditation of the interns' training programme. Attend different management

meetings in the hospital and implement resolutions taken in the department, Initiate plans, programmes and support processes that assist staff to meet the service standards laid down by the HPCSA, the Hospital and Provincial Department, Allocate staff members to different clinical placements for provision of services to patients in the entire hospital, Conduct quarterly performance reviews through PMDS appraisals to help staff to achieve personal development and departmental objectives, Plan, organize and achieve departmental strategic objectives and align them with those of the Hospital and the Province, Provide guidelines to staff to achieve departmental and hospital objectives in accordance with the National Core standards (NCS) as laid down by the Hospital and Province, Communicate with the different clinical departments, senior management of the hospital and relevant external stakeholders, Conduct departmental procurement planning, activities and processes, Support staff in their professional and career development objectives, Supervise staff with the development of their research protocols, Initiate, plan and ensure execution of timeous psychological services to patients, Develop client systems and programs that guarantee prompt service to patients according to the service delivery objectives laid down by the department, Develop a system that enable clients to provide feedback to the department to improve service delivery, Write and submit monthly reports to the hospital management on departmental activities, Create an appropriate and safe supportive environment to patients and staff, Initiate and facilitate diversity programmes that support multi-cultural interaction and co-existence, Plan, present lectures/seminars and the assessment of the theoretical and practical psychotherapy clinical cases of MBChB, MSc Clinical Psychology students and MMED Psychiatry Registrars, Initiate and supervise MSc Clinical Psychology research projects, Initiate collaborative research projects in the Unit, present at conferences and publish results

ENQUIRIES : Professor Baloyi L Tel No: (012) 521 4632/4072
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019

POST 29/101 : **ASSISTANT MANAGER PHARMACY REF NO: REFS/004405 (X1 POST)**
 Directorate: Pharmacy

SALARY : R897 936 per annum (Plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Bachelor of Pharmacy. Registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Pharmacy supervisory and / or pharmacy management experience.

DUTIES : To lead and manage pharmaceutical service at the institution to ensure a cost effective and efficient pharmaceutical service. Assume the role of responsible pharmacist. The provision of financial, budget and expenditure management. The provision of HR and HRD management of pharmaceutical systems. Effective and efficient operations management (including medicine supply management, IT and infrastructure and equipment management). Provision of strategic direction to the pharmacy. Ensure quality pharmaceutical services in line with Batho Pele principles. Manage all work-related projects. The provision of effective clinical pharmaceutical services.

ENQUIRIES : Ms. S Roberts Tel No: (012) 529 3424
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that

specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

- CLOSING DATE** : 30 August 2019
- POST 29/102** : **DEPUTY DIRECTOR: RADIOGRAPHY REF NO: CO/DDR/34/2019**
Directorate: Specialized Services
- SALARY** : R857 559 per annum all-inclusive remuneration package, of which a portion could be structured to the individual's needs.
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : A diploma/degree in Diagnostic Radiography. Registration with the HPCSA. Computer literacy (MS Word, Excel and PowerPoint). A driver's license. Extensive experience as a Radiography, of which at least 5 years must have been in a management position. Leadership qualities. The ability to work independently or with minimal supervision. Prepared to work irregular hours and after hours. The ability to maintain being a service professional and strive to exceed customer expectations. Proactive in dealing with demands.
- DUTIES** : Develop Radiography Services in accordance with relevant acts, policies and procedures. Monitor and implement quality assurance measures for radiography. Maintain a comprehensive database of all radiographic equipment in the Province. Manage tenders and contracts as required. Plan, implement and monitor all aspects of procurement as appropriate. Support professional development for radiography on undergraduate and postgraduate levels. Develop, implement and monitor HIS related to radiography. Liaise with and provide support and guidance to all relevant stakeholders. Support Radiography Managers at all levels of care. Provide advisory support when radiation protection/ safety risks are identified.
- ENQUIRIES** : Ms E Burger Tel No: (082) 4941138
- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Gauteng Department of Health, 45 Commissioner Street, Life Centre building Ground floor Reception, Johannesburg, or mail to Gauteng Department of Health Private Bag x 085, Marshalltown Johannesburg, 2107.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA certificate and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 30 August 2019
- POST 29/103** : **MEDICAL OFFICER REF NO: REFS/004106**
Directorate: Clinical Services (Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Family Medicine, General Surgery, Intensive Care, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Radiology, Trauma and Urology)
- SALARY** : Grade 1: R821 205 per annum (all-inclusive remuneration package)
Grade 2: R938 964 per annum (all-inclusive remuneration package)
Grade 3: R1 089 693 per annum (all-inclusive remuneration package)
- CENTRE** : DR. George Mukhari Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. **Grade 3:** A minimum of ten (10) years appropriate experience as a Medical Officer after registration with the HPSCA as a Medical Practitioner. **Grade 2:** A minimum of five (5) years appropriate experience as a Medical Officer after registration with the HPSCA as a Medical Practitioner. **Grade 1:** No

<u>DUTIES</u>	: experience required after registration with the HPSCA as a Medical Practitioner Short courses BLS, ATLS, ACLS and ALS will be an added advantage. : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervising of junior doctors (undergraduate students, interns and community services doctors. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethics. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to manage patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES APPLICATIONS</u>	: Dr. N Sithole Tel No: (012) 521 3352 : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
<u>NOTE</u>	: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).
<u>CLOSING DATE</u>	: 30 August 2019
<u>POST 29/104</u>	: <u>MEDICAL OFFICER REF NO: MEDHEID003/2019 (X3 POSTS)</u> Directorate: Clinical
<u>SALARY</u>	: Grade 1: R821 025 per annum Grade 2: R938 964 per annum
<u>CENTRE REQUIREMENTS</u>	: Heidelberg Hospital : Grade 1: Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Grade 2: Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer.
<u>DUTIES</u>	: Interview, investigate, diagnose and oversee the treatment of patients. Supervising junior doctors (community service). Attendance of relevant clinical meetings M&M, Patient safety incident, clinical risk and MMR. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards, participate in all activities of discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES APPLICATIONS</u>	: Dr. M.B. Moalusi Tel No: (016) 341 1100 : should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438. Candidates that previously applied need to re-apply.
<u>NOTE</u>	: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
<u>CLOSING DATE</u>	: 30 August 2019

- POST 29/105** : **MEDICAL OFFICER GRADE 1 (X9 POSTS)**
Directorate: Accident and Emergency
- SALARY** : R821 205 per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as Medical Practitioner, Registration with the HPCSA and a proof current registration. Short courses BLS, ATLS, ACLS and ALS. **Grade 1:** No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervising of junior doctors (undergraduate students, interns and community services doctors. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethics. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to manage patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : DR. N Sithole Tel No: (012) 521 3352
APPLICATIONS : should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).
- CLOSING DATE** : 30 August 2019.
- POST 29/106** : **REGISTRAR (MEDICAL) REF NO: 03/08/2019 HRM**
Directorate: Anesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Family Medicine, General Surgery, Intensive Care, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Radiology, Trauma and Urology
- SALARY** : R821 205 - R858 711 per annum (all inclusive)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12. MBChB Degree. Registration as an independence Practitioner with the HPCSA. Current registration with the HPCSA 2019/2020
- DUTIES** : Registrars will inter alia be responsible for rendering services, assessment and treatment of patients, related administration participating in all activities of the discipline in relation to teaching, participating in departmental audit activities, preparing and writing liason and communication services and community liaison. Registrars should rotate through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed on a joint appointment on the establishment of Dr. George Mukhari Academic Hospital and Sefako Makagato Health Sciences University
- ENQUIRIES** : Dr. Holm MC Tel No: (012) 529 3697
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID

document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

- CLOSING DATE** : 30 August 2019
- POST 29/107** : **PHARMACY SUPERVISOR GRADE 1 – (PHARMACY) REF NO: CHBAH 200 (X1 POST)**
Directorate: Pharmacy
- SALARY** : R821 205 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic qualification accredited with South African Pharmacy Council (SAPC), (i.e B. Pharm Degree) or equivalent qualification that allows registration with the SAPC as a Pharmacist. Registration with SAPC as a Pharmacist and proof of current registration. A minimum of four (4) years appropriate/recognizable experience as a Pharmacist after registration with SAPC. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate pharmaceutical services. Computer literacy i.e (Ms Word, Power Point). Knowledge of all pharmacy related legislation and the Public Finance Management Act (PFMA) as well as other legislation applicable to the public sector. Understanding of the National Drug Policy. Skills: Leadership, good team building. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Ensure and manage the provision of quality, effective and efficient clinical pharmaceutical services. Coordinate employee leave for staff under his/her supervision. Liaise with Employee Wellness Unit and referring identified staff to this unit when necessary. Manage all pharmacists and pharmacist assistants under his/her supervision. Assisting in the overall management of the pharmacy, including the satellite pharmacies. Compliance with the provisions of the relevant prescribed Acts and the PFMA to the extent applicable to the official. Development and implementation of relevant standard operating procedures. Plan and coordinate rosters/schedules for the unit, manage staff rotation. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist in the implementation of policy and strategic direction in the pharmacy. Project management and project support as required from time to time. Co-ordination of provision of effective training and development of pharmacy personnel including performance management of staff under their supervision. Liaison with Labour Relations Office for employees who have been subjected to disciplinary measures and internal departmental processes have been exhausted. The supervisor's role also involves the promotion of public health; compliance with the six quality improvement Ministerial priorities and the Batho Pele Principles. Deputise for the assistant and deputy managers when requested to do so. Be available for on-call and after hour services. Be involved with continuous improvement projects to address service delivery challenges.
- ENQUIRIES** : Mr. S Dikgang Tel No: (011) 933 8797/9864
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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. People with disability are encouraged to apply.

- CLOSING DATE** : 30 August 2019
- POST 29/108** : **CLINICAL PSYCHOLOGIST REF NO: REFS/004404**
Directorate: Clinical Psychology
- SALARY** : Grade 1: R713 361 per annum (All inclusive package)
Grade 2: R832 398 per annum (All inclusive package)
Grade 3: R966 039 per annum (All inclusive package)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
: Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and proof of current registration, **Grade 1:** (No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa), **Grade 2:** A minimum of 8 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), **Grade 3:** A minimum of 16 years 'relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees.
- DUTIES** : Assessing, diagnosing and providing interventions to clients who are dealing with psychological challenges, including development difficulties, psychological distress and/or psychopathology. The ability to identify and diagnose psychopathology, psychiatric disorders and psychological conditions. Applying evidence –based and culturally applicable psychological interventions to clients presenting with psychological and /or psychiatric conditions or problem. Appropriate referral to other professionals when indicated. To give advice on the development of policies, considering relevant aspects of psychological theory and research. Designing, managing and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Training and supervision of other registered Clinical psychologist, intern clinical psychologists and Clinical psychology students. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical Psychologists as specified in the Health Professions Act, 1974. Conducting, Managing and designing research, as well as reporting on such research. Supervision of Psychological research. Provision of Expert opinions and /or evidence.
- ENQUIRIES APPLICATIONS** : Professor Baloyi L Tel No: (012) 521 4632/4072
: should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).
- CLOSING DATE** : 30 August 2019

- POST 29/109** : **CLINICAL PSYCHOLOGIST (GRADE 1) REF NO: SEB/PSY/19/01**
 Directorate: Psychologist
- SALARY** : R713 361 per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENT : Masters in Clinical Psychology. Registration with the Health Professional Council of South Africa (HPCSA) as a Psychologist. One (1) year experience after registration as a Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform. Community Services as required in South Africa. Completion of community services as a Clinical Psychologist as required in South Africa. A valid driver's license. Basic computer literacy skills. Knowledge of legislation applicable to Clinical Psychology, e.g. the mental healthcare Act and the Child Care Act.
- DUTIES** : Ensure effective and efficient management of all staff referred for psychological services. Perform Psychological assessment (including psychometric testing). Formulate diagnoses according to the DSM/ICD system. Assist with PILIR cases. Compile comprehensive reports (including PILIR and PRAAD reports). Expected to serve in the wellness committee. Provide assistance with employee working styles and employee morale. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA. Execute Administrative tasks. Work within a multidisciplinary team context. Promote and market Clinical Psychology services in the hospital setting for employees. Adhere to the ethical Code of Conduct as upheld by the Professional Board for Psychology in South Africa.
- ENQUIRIES** : Acting Allied Manager Ms. Claudine Ndwambi Tel No: (016) 930 3268/3241
APPLICATIONS : Applications should be send by post or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983
- NOTE** : Applications must be submitted on form Z83 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 as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old. 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 30 August 2019
- POST 29/110** : **ASSISTANT MANAGER NURSING SPECIALTY (PN-B4) - (OPERATING THEATRE) REF NO: CHBAH 201 (X1 POST)**
 Directorate: Nursing Services- Theatre
- SALARY** : R614 991 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
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. Current registration with the South African Nursing Council. Post basic nursing qualification with a duration of at least one (1) year accredited with the SANC in a clinical specialty. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining a one year post basic qualification in Theatre Operating Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure,

etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Management of personnel performance and review thereof.

ENQUIRIES : Mrs. V Ralinala Tel No: (011) 933 9779/0134/9185

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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. People with disability are encouraged to apply.

CLOSING DATE : 30 August 2019

POST 29/111 : **ASSISTANT MANAGER NURSING (AREA) REF NO: HRM 67/2019**
Directorate: Quality Assurance

SALARY : R562 800 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate recognizable

experience at managerial level. Excellent computer skills (MS Word, Excel and PowerPoint). Sound interpersonal, managerial, communication and leadership skills. Sound knowledge in Total Quality Management and Infection Control. Good written and verbal skills in English. Preferably able to speak three or more South African languages. Analytical strategic thinking and creativity. Ability to capture, interpret and report on relevant data. Sound interpersonal, managerial, communication and leadership skills. At least 3 years' experience of Quality Assurance as a leader of Champion.

DUTIES : Responsible for effective coordination and monitoring of quality assurance, complaints system in the hospital and assist with investigation and reporting on serious adverse events. Participate in selected clinical audit projects. Conduct Patient experience of care surveys and respond appropriately to the results. Assist with hospital and provincial performance excellence programmes. Monitor and assist with continuous assessment of the National Core standards for Health establishments in South Africa. Identify and promote quality improvement initiatives. Coordinate and monitor reporting on morbidity and mortality for the hospital. Active participation in the activities of the Quality Assurance Committee as Secretary of the committee and coordinate reports pertaining to performance indicators. Assist with data collection, analysis and reports pertaining to Total Quality Management in the hospital. Optimal Utilization of resources and implementation of the Performance Management System.

ENQUIRIES : Ms V Makgatho Tel No: (012) 354 1140
APPLICATIONS : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 August 2019

POST 29/112 : **ASSISTANT DIRECTOR: NURSING\ QUALITY ASSURANCE REF NO: 08/07/2019 HRM**
 Directorate: Quality Assurance
 Re-advert: Candidates who previously applied are encouraged to re-apply

SALARY : R562 800 per annum (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Matric/ Grade 12 certificate with basic qualification accredited with SANC in terms of Government notice R425 (I.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in comprehensive nursing. At least 4 years of the period referred above must be appropriate /recognizable experience at management level. Extensive knowledge in customer care service program. At least 2 year of the 4year period referred above must be appropriate /recognizable experience in quality assurance unit. Experience in customer care service programs in health institution. Relevant knowledge and understanding of legislative framework applicable to practice in the public health facility. Advance computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. A Valid Driver's license.

DUTIES : Ensure effective management of quality assurance services package in the health facility. Oversee the Quality assurance programs: Develop, Support and implement customer care programs (waiting times PEC, Customer care training & implementation of Batho Pele Principles). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities; IHRM Framework. Ensure the development and implementation of QIPs, implement complain management system, Management of the patient safety incidents. Ensure the provision of effective and efficient General management: Manage staff development and performance (PMDS) against departmental and Hospital's objectives in line with strategic, operational and turnaround plans. Manage material resources appropriately. Ensure proper training of employees on quality assurance matters. Compile and Submit reports on due time. Communicate with all stakeholders,

	:	External and internal customers about quality assurance matters. Perform any other duties delegated by the supervision.
<u>ENQUIRIES</u>	:	Mrs. GT Tabane Tel No: (012) 529 3427
<u>APPLICATIONS</u>	:	should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
<u>NOTE</u>	:	Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).
<u>CLOSING DATE</u>	:	30 August 2019
<u>POST 29/113</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3)</u> <u>TRAUMA/ORTHOPAEDIC REF NO: CHBAH 202 (X1 POST)</u> Directorate: Nursing Services – Accident and Emergency
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Theatre Operating Nursing Science. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards. Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

ENQUIRIES APPLICATIONS : Mrs. V Ralinala Tel No: (011) 933 9779/0134/9185
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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. People with disability are encouraged to apply.

CLOSING DATE : 30 August 2019

POST 29/114 : **CHIEF SPEECH THERAPIST REF NO: REFS/004384**
Directorate: Allied

SALARY CENTRE REQUIREMENTS : R494 730 per annum (plus benefits)
Dr. George Mukhari Academic Hospital

DUTIES : A Degree in Speech Therapy and/or Speech Therapy and Audiology from a recognized tertiary university. Original Registration with HPCSA, current HPCSA registration. A minimum of 3 years' clinical experience after community.
Managerial tasks inclusive of coordinating speech therapy services, Development and implementation of clinical plans, implement quality assurance measures in the department and ensure that noncompliance is addressed, Supervision of staff, monitoring the performance of staff. Assist speech therapist in the management of difficult to manage cases. Experience with Pediatric Dysphasia and video swallows is highly recommended. Liaising with universities regarding student training, Supervision and coordinating speech therapy student training. Being involved provincial speech therapy activities as well as contributing to various meeting within the Hospital.

ENQUIRIES APPLICATIONS : Ms. Safia Saleh Tel No: (012) 521 3615/3371
should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTES : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019

- POST 29/115** : **CHIEF AUDIOLOGIST GRADE 1 (PAEDIATRIC) REF NO: CHBAH 204 (X1 POST)**
 Directorate: Speech Therapy
- SALARY** : R466 119 – R517 326 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 years appropriate experience in Paediatric Audiology after registration of Independent Practice with the HPCSA. Experience in diagnostic electrophysiology and hearing aid verification is essential. Management of a team and/or program will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written) compliance with budgeting, Quality assurance, National Core Standards, Health and Safety and Infection Control principles.
- DUTIES** : Manage the Paediatric Audiology Team (8-10 team members) within the Speech Therapy and Audiology Department. To be responsible for the management of paediatric audiology services, including the implementation and review of evidence-based protocols and procedures, regular clinical monitoring of service provision and the ongoing development of services. Reportable to the Assistant Director of Speech Therapy and Audiology. Appropriate budgeting and demand plan generation, excellent team work and conflict management skills. Be able to appropriately guide and mentor team members and clinical co-ordinators in areas of paediatric audiology. Identifying training needs of team members and implementing a skills development programme. To work within a multidisciplinary team, within professional boundaries. To carry out a broad range of audiological procedures in accordance with best practice guidelines. To ensure that clinical rooms and equipment are maintained according to protocols and accreditation standards, including calibration checks and the identification of faults. Advise the management in Audiology policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of team members in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Manage the workflow in of the Paediatric Audiology Team. Must be a team player within the department and institution. Adhere and ensure compliance with HPCSA Legislation.
- ENQUIRIES** : Dr. S. Balton Tel No: (011) 9339299/5
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine

the suitability of candidates for the post(s). The 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. People with disability are encouraged to apply.

- CLOSING DATE** : 30 August 2019
- POST 29/116** : **GRADE 1 SOCIAL WORK SUPERVISOR REF NO: REFS/004407 (X1 POST)**
Directorate: Social work supervisor
- SALARY** : R384 228 per annum (Plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : BA Social work (4-year degree), current registration with SACSSP, 7 years' experience as a social worker of which three years must be in supervision. Valid driver's license.
- DUTIES** : To provide supervision/ consultation and conduct professional development to staff. Participate and initiate team building, liaise with external organization and other government department on matters regarding health care social work. Monitor and evaluate effectiveness of intervention, assist with recruitment and selection of staff, evaluate work performance of supervised according to PMDS. Attend any meeting as delegated by HOD, adhere to prescription of PFMA.
- ENQUIRIES** : Ms. Kate Monageng Tel No: (012) 529 3257
- APPLICATIONS** : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).
- CLOSING DATE** : 30 August 2019
- POST 29/117** : **PROFESSIONAL NURSE SPECIALTY ADVANCE MIDWIFE REF NO: ADVHEID/004/2019 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : **Grade 1:** Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional nurse with the SANC in General nursing 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 specialty of advanced midwife. **Grade 2:** A minimum of 14 years appropriate/recognisable Experience in Nursing as Professional nurse with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty (advanced midwifery). Computer literacy. Certificate in ESMOE training will be an added advantage.
- DUTIES** : Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP and PMTCT guidelines. Promotion of MBFHI. Minimize Obstetrical Patient Safety Incidents. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with National Core standard, policies, regulations, protocols, guidelines and SOP. Communication and Problem solving skills and accurate data collection.
- ENQUIRIES** : Ms. L.B. Dhlamini Tel No: (016) 34111266

APPLICATIONS : should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438. Candidates that previously applied need to re-apply.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 30 August 2019

POST 29/118 : **ASSISTANT MANAGER HEALTH PROMOTION (X1 POST)**
Directorate: Health Promotion Department

SALARY : R376 596 per annum (plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : Application should be in possession of a recognized bachelor's Degree. A minimum of 5- 10 years appropriate/ recognizable experience in Health. At least three (3) years of the period referred to must be appropriated/recognizable experience at SCLO/CCLO level. Knowledge of policies regarding Health Promotions services: District Health System, National Health Act, PFMA and other relevant legislation is a requirement. The required skills are computer literacy, report writing, good communication skills and ability to work under pressure and meet deadlines. A valid driver's license is essential.

DUTIES : Plan, lead, organize and co-ordinate all Health Promotion activities in the District. Support the implantation of ideal Clinics. Lead the Health Lifestyle Campaign. Prepare operational plans and quarterly and annual reports. Prepare and manage a budget for Health Promotion Unit. Ensure quality improvement of the programme. Coordinate the activities of SCLOs. Coordinate the management of information, education, communication (IEC) material. To facilitate and coordinate HP support during the disease Outbreak. Carry out other relevant duties as may be delegated by senior management. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

ENQUIRE : Ms. S. Sejake Tel No: (016) 950 6019

APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

CLOSING DATE : 30 August 2019

POST 29/119 : **RADIOGRAPHER: NUCLEAR MEDICINE REF NO: REFS/ 004385 (X3 POSTS)**
Directorate: Nuclear Medicine

SALARY : R374 364 per annum (plus benefits)
R440 982 per annum (plus benefits)
R519 456 per annum (plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : A three-year National Diploma or BTech degree in Nuclear Medicine Radiography. Proof of current registration with HPCSA as Nuclear Medicine Radiographer, PET/CT experience will be an advantage.

DUTIES : Render effective patient centered nuclear medicine service for in-and out patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain

the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, Hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise with all consumables and equipment.

ENQUIRIES : Ms. Robbers Tel No: (012) 529 3424
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
NOTES : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019

POST 29/120 : **GRADE 1 SPEECH THERAPIST REF NO: REFS\004382 (X1 POST)**
Directorate: Speech therapy and Audiology

SALARY : R317 976 - R361 872 per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Degree in Audiology/or Speech Therapy and Audiology from a recognized tertiary institute. Registration with the HPCSA.
DUTIES : Will include providing Speech therapy management to inpatients and outpatients. The post will entail managing paediatrics patients with dysphagia, speech and language delays, neurological disorder. Student supervision for paediatric Dysphagia. Being part of the multidisciplinary team at the neurodevelopmental clinic, interest in AAC and Autism Spectrum Disorder will be an advantage. Be willing to be part of provincial workgroups and contribute to the enhancement of the profession in the public service. To adhere to departmental rules and be involved in programmes in the hospital and province such as Quality Assurance Audits.

ENQUIRIES : Ms Safia Saleh Tel No: (012) 521 3371/3615
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019

POST 29/121 : **GRADE 1 AUDIOLOGIST REF NO: REF004383 (X2 POSTS)**
Directorate: Speech therapy and Audiology

SALARY : R317 976 - R361 872 per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Degree in Audiology/or Speech Therapy and Audiology from a recognized tertiary institute. Registration with the HPCSA.
DUTIES : To provide Audiology services to pediatric and adult in and outpatients. The caseload will include new born hearing screening, early intervention, audiometric testing and follow-ups (including hearing aid evaluations, fittings and verification), electrophysiology, pediatric and adult aural rehabilitation as well as ototoxic monitoring. Should be willing to learn about vestibular rehabilitation and bone

anchored Hearing Aid assessments and rehab. Be willing to be part of provincial workgroups and contribute to the enhancement of the profession in the public service. To adhere to departmental rules and be involved in programmes in the hospital and province such as Quality assurance.

ENQUIRIES : Ms Safia Saleh Tel No: (012) 521 3371/3615
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019

POST 29/122 : **GRADE 1 PHYSIOTHERAPIST REF NO: REFS/004406 (X2 POSTS)**
Directorate: Physiotherapist

SALARY : R317 976 per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : BSc Physiotherapy degree/equivalent from a recognized tertiary institute, Experience of one-year post community service, Current registration with HPCSA, Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting, Good communication listening and interpersonal skills, be able to work under pressure with a team.

DUTIES : To provide Quality and effective Physiotherapy treatment to patients, To liaise with other members of the medical team, To perform administration functions including legible, appropriate record keeping and assets securing, Facilitate health awareness campaigns, Participate in mentorship and supervision of community service, students and scholars, To adhere to departmental, institutional and national core standards, To participate in professional development activities of the department, To keep proper records and accurate statistics.

ENQUIRIES : Ms Safia Saleh Tel No: (012) 521 3371/3615
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019.

POST 29/123 : **GRADE 1 OCCUPATIONAL THERAPIST REF NO: REF004411 (X2 POSTS)**
Directorate: Occupational Therapy

SALARY : R317 976 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Occupational Therapy Appropriate/recognizable experience in Occupational Therapy after registration with the Health Professions Council of South Africa as an Occupational Therapist Current proof of registration with Health Professions Council of South Africa as Occupational Therapist must attached A valid driver's license will serve as an advantage.

DUTIES : Perform all identified responsibilities of an Occupational Therapist Establish and implement guidelines to promote and maintain treatment to the patients Conduct skills training to the programme for the patients Provide an occupational therapy

service to acute and chronic patients, and administration duties related to patient care Work in multi-disciplinary team. Conduct Student training.

ENQUIRIES : Ms Safia Saleh Tel No: (012) 521 3371/3615

APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019

POST 29/124 : **GRADE 1 DIAGNOSTIC RADIOGRAPHER REF NO: REF004412 (X4 POSTS)**
Directorate: Diagnostic Radiographer

SALARY : R317 976 per annum (plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Radiography Current proof of registration with the Health Professions Council of South Africa as a Radiographer must be attached. Appropriate /recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer A valid work permit for Non-South Africans must be attached A valid driver's license Good communication, organizational and conflict resolution skills.

DUTIES : Select the exposure factor with due cognizance of all factors Expose and process X-rays and ensure X-rays are taken and meet high professional status Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient Supervise subordinates Ensure regular services of X-ray equipment Perform any other duty that may be delegated by the supervisor Must be able to work independently without supervision Must be willing to cover a 24 hours duty roster.

ENQUIRIES : Ms Safia Saleh Tel No: (012) 521 3371/3615

APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old).

CLOSING DATE : 30 August 2019

POST 29/125 : **CLINICAL TECHNOLOGIST: GRADE 1-3 REF NO: HRM 68/2019**
Directorate: Cardiology

SALARY : Grade1 R317 976 per annum plus benefits
Grade 2: R372 810 per annum plus benefits
Grade 3: R439 164 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : B-tech Clinical Technology: Cardiology degree or equivalent qualification. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be an independent/Private Practice Practitioner. Professional person with integrity and the ability to perform well under pressure. Self-driven, good communication, presentation and interpersonal skills. Must be computer literate.

DUTIES : Clinical Service rendering in a multi-disciplinary Cardiology team. After-hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform Clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies. Manage medical equipment and clinical supplies; ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.

ENQUIRIES : Mrs. M.C Louw Tel No: (012) 354 2013

APPLICATIONS : To Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications.

CLOSING DATE : 30 August 2019

POST 29/126 : **DIETITIANS -PRODUCTION REF NO: SEB/DIE/19/01**
Directorate: Dietetics

SALARY : R317 976 per annum (All-inclusive package)

CENTRE : Sebokeng Hospital

REQUIREMENT : BSc Degree in Dietetics. Registration with HPCSA as dietitian. Candidates should have completed community service. Candidates should have sound knowledge of dietetic principles including nutritional assessments and analysis, as well as knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Render effective patient centered dietetic services for in and out-patients in adherence to the scope of practice and health protocols. Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Monitor that therapeutic meal standards are maintained. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counseling. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Perform record keeping, data collection, assist with budget control and assets management. Work in a multi-disciplinary team. Participate in dietetic student training. Give training and advice to other occupational classes. Perform all administrative functions required for the job.

ENQUIRIES : Mrs. CHP Van Zyl Tel No: (016) 930 3256/3148/3377

APPLICATIONS : Applications should be send by post or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form Z83 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 as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old. 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 please accept that your application was unsuccessful People with Disabilities Are Encouraged to Apply. Recommended Candidates will be subjected to Medical Assessment.

CLOSING DATE : 30 August 2019

- POST 29/127** : **OCCUPATIONAL THERAPIST PSYCHOPATHOLOGY REF NO: SEB/OTS/01/19**
 Directorate: Allied Management
- SALARY** : R317 976 per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Valid Degree in Occupational Therapy. Registration with HPCSA as Occupational Therapist. Successful completion of Community Service. Candidates should have a sound knowledge of Occupational Therapy principles in acute. Psychiatry, including assessment and analysis. Good verbal and written communication skills ability to work in a team. Ability to work under pressure. The ability to work closely with other disciplines.
- DUTIES** : Render and manage Occupational Therapy Services that comply with standards and norms. Sound Knowledge of Mental Health Care Act of 2005 Assessment of Psychopathology. Implement individual and group programmes. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in quality assurance audits. Exercise care with equipment and consumables.
- ENQUIRIES** : Acting Allied Manger Ms. Claudine Ndwambi Tel No: (016) 930 3241
APPLICATIONS : should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on form Z83 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 as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. People With Disabilities Are Encouraged To Apply. Recommended Candies Will Be Subjected To Medical Assessment.
- CLOSING DATE** : 30 August 2019
- POST 29/128** : **ENVIRONMENTAL HEALTH PRACTITIONER (X1 POST)**
 Directorate: Environmental Health Department
- SALARY** : R317 976 per annum (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 Certificate. Diploma in Environmental Health with a minimum of 2 years appropriate experience in Environmental Health /Occupational health after community service. Registration with HPCSA in the Environmental Health Profession. A valid driver's license is essential. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
- DUTIES** : Support and monitor Environmental health initiative at the district level. Ensure compliance to hazardous substance Act and Regulations and improve quality of life of employees and community. Hazardous substance dealership ensuring, auditing and licensing of hazardous substance dealership. Malaria patients with confirmed malaria cases to be investigated. Environmental pollution control contractors, facilities and developers, inspection investigation and comments on developments to be done and outputs will be environmental Impact assessment comments. Monitoring Compliance of Occupational Health, safety and health risk waste at facilities. To be part of the outbreak response team in the district, prevention of communicable disease. Collaboration with other programmes in the district, intersectoral collaboration in the district level which include governmental and non-governmental bodies and organizations. Support all wellness campaigns for all health programmes according to the National Health Awareness calendar. Plan and Organize work on a weekly basis, monthly reporting. Compilation of monthly data as per health information system (DHIS). To be a team player, ensuring improvement of health status of premises, compliance with set norms and

standards and all relevant Acts and Legislation. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES : Ms. M. Leonard Tel No: (016) 950 6168

APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

CLOSING DATE : 30 August 2019

POST 29/129 : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING) REF NO: HRM 69/2019**
Directorate: Quality Assurance

SALARY : R315 963 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Current Registration with the South African Nursing Council (SANC) as a professional nurse. A valid EB (Code 08) driver's license. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the above period referred to must be experience at a quality assurance level. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have the ability to prioritize issues and other related work matters and to comply with the time frames set. Have the ability to work under pressure to meet the deadlines. Have excellent interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word. MS PowerPoint and MS Excel.

DUTIES : Assist with the quality assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with quality assurance targets, norms required for the development of measurable performance indicators related to the quality of care in the institution. Assist with the generation of reliable assessments in support of planning and intervention processes required for quality assurance in the institution. Assist with the drafting of annual, quarterly and other relevant quality assurance performance reports.

ENQUIRIES : Ms V Makgatho Tel No: (012) 354 1140

APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 August 2019

POST 29/130 : **LOGISTICAL SUPPORT OFFICER REF NO: HRM 70/2019**
Directorate: Supply Chain Management
Re-advertisement. Those who have applied previously should re-apply.

SALARY : R257 508 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : An appropriate Degree/National Diploma in Supply Chain Management or related with 3 years' experience in Demand, Acquisition, Asset and warehouse management OR Grade 12 with years' experience in Demand, Acquisition, Asset

and Warehouse management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, results orientated and have the ability to plan. Working knowledge of BAS, SAP and SRM. Proven computer literacy is essential. Ability to work under pressure and a valid driver's license is required.

DUTIES : Ensure Compliance with policies and procedures that regulate and govern supply chain management processes. Provide an efficient Supply Chain Management service. Assist management to implement and maintain procurement systems. Check Procurement requests In accordance with and in adherence with procurement policies and procedures and proper usage of supplier's database to achieve BBBEE targets. Ensure proper update of procurement Registers for requisitions. Prepare monthly procurement reports. Check and monitor requisitions captured on SRM. Follow up with HPC for creating purchase orders. Expedite purchase orders. Monitor progress of the unit and report to management on a weekly basis. Ensure all GRV's are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to procurement, provide advice and guidance as and when required. Provide guidance and support to End users. Facilitate all contract management processes. Update contract management registers. Ensure proper control and management of stores. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit. Assist with web cycles and SAP related activities.

ENQUIRIES : Mr. D Moraswi Tel No: (012) 354 5159
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications.

CLOSING DATE : 30 August 2019

POST 29/131 : **ADMINISTRATIVE CLERK (PUBLIC RELATIONS) REF NO: 01/08/2019 HRM**
 Directorate: Communications

SALARY : R257 508 Per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : an appropriate 3-year Bachelor's Degree/National Diploma in Communication/Public Relations or NQF 6 relevant qualification with the minimum of 1 (one) year working experience in the communication or public relations environment. Thorough understanding and ability of undertaking public relations and communication activities. Knowledge and understanding of Government Communication policies, procedures, and programmes. Understanding of the Code of Good Conduct for government communicators. Good verbal and written communication skills. An ability to produce quality work as a team member and under pressure. Good report writing and presentation skills. Computer literacy. A valid driver's license.

DUTIES : Provide support and execution of hospital and governmental communication strategies. Develop and implement public relations and communication plans. Coordinate and execute hospital exhibitions, campaigns and events. Manage and promote hospital and government corporate brand and image. Develop content and administration of hospital website, social media and digital platforms. Interact, engage and manage hospital internal and external stakeholders at all levels. Provide support and management of communication materials and equipment. Facilitate supervision, mentoring and development of internship officers. Any other duties as determined by management.

ENQUIRIES : Mr. Z Ndwandwe Tel No: (012) 529 3216
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and

respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old.

- CLOSING DATE** : 30 August 2019
- POST 29/132** : **ADMINISTRATIVE CLERK (MEDIA RELATIONS) REF NO: 02/08/2019 HRM**
Directorate: Communications
- SALARY** : R257 508 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : An appropriate 3-year Bachelor's Degree/National Diploma in Journalism or NQF 6 relevant qualification with the minimum of one year working experience in the communication or media environment. A thorough understanding and ability of news content writing and development. Good communication skills (verbal/written). An ability to produce quality work as a team member and under pressure. Good report writing and presentation skills. Computer literacy. A valid code 8 driver's license.
- DUTIES** : Develop and produce corporate publications. Assist with media relations and monitoring duties. Develop and implement corporate publications development and distribution plans. Assist with content development and monitoring of hospital website and social media platforms. Interact with stakeholders at all levels. Facilitate mentoring and development of interns. Any other duties as determined by management.
- ENQUIRIES** : Mr. Z Ndwandwe Tel No: (012) 529 3216
APPLICATIONS : should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old.
- CLOSING DATE** : 30 August 2019
- POST 29/133** : **HEALTH PROMOTION SENIOR COMMUNITY LIASON OFFICER (SCLO) (X1 POST)**
Directorate: Health Programmes
- SALARY** : R257 508 per annum (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : The candidate should have Matric and a recognized 3 year's degree / Diploma qualification or equivalent with 5 or more years of experience in Health. Computer literacy. Flexibility and ability to adapt to changes. Coordination and supervision skills. Good communication skills (written and verbal), strong interpersonal relationship skills. Experience in working with community structures such as Non-Profit Organizations. Ability to liaise with stakeholders within the District. Valid Driver's license.
- DUTIES** : Provide support and guidance to sub-district health promotion staff for the implementation of National and Provincial priority preventative programmes. Participate in operational planning and implementation of strategies to meet sub-district objectives. Coordinate healthy lifestyle campaigns. Support the implementation of Ideal Clinics. Prepare weekly, monthly and quarterly plans and reports. Ensure quality improvement of the programme. Coordinate the management of information, education, communication (IEC) material within their sub-district. Assist Disease Outbreak Response Team whenever necessary. Carry out other relevant duties as may be delegated by the Program Manager. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
- ENQUIRIES** : Ms. S. Sejake Tel No: (016) 950 6019

- APPLICATIONS** : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.
- CLOSING DATE** : 30 August 2019
- POST 29/134** : **FINANCIAL CONTROLLER REF NO: CHBAH 205 (X1 POST)**
Directorate: Finance – Revenue
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with 3-5 years 'experience in revenue. Computer literacy (Ms Office). Must have experience in MEDICOM, BAS and SAP Systems. Knowledge and understanding of the PFMA, ICD 10 coding. Uniform Patient Fee Schedule, Treasury and Administrative Procedure Manual. Must be able to plan, organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability handle information confidentially. Sound and verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle task of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and knowledge of Labour Relations processes. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Supervise staff responsible for billing of self-funded, private and externally funded patients in accordance with UPFS system. Responsible for cash and debt management units. Ensuring compliance in terms of banking processes and see to it that all the correspondences needed by the auditors are in place write offs and allocations. Responsible for vendor management in ensuring that bills are settled and followed-up on outstanding payments in accordance with Procedure Manual Part 5. Plan organize and coordinate the activities of the section. Responsible for the development, evaluation and management of staff to promote productivity. Compile annexure F (Patient Fee Transaction Statement), reconciliation of revenue register receipts and deposit with BAS (Acc. no 1), account no 2 (Patient monies), donation reconciliations and other revenue reports. Ensure that revenue target is met. Perform any other reasonable tasks. Maintenance of user- friendly office. Be willing to undergo continuous training and development programs. Attend meetings and training as provided by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms TC Mbabama Tel No: (011) 933 8973
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document,

certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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. People with disability are encouraged to apply.

- CLOSING DATE** : 30 August 2019
- POST 29/135** : **ADMIN CLERK REF NO: WOHC/AC 01/08**
Directorate: Patient Revenue
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (excluding benefits)
: WITS Oral Health Centre
: Grade 12 with minimum of 5 - 6yrs working experiences in Patient Revenue/Accounts or National Diploma/Degree in Accounting or Financial Accounting/Management/any other related degree/diploma with 2-3 years working experience in the field of financial accounting/ management /Patient Revenue. Extensive knowledge of BAS and PAAB system, PFMA, Treasury Regulations, DORA and policies and guidelines on Administrative procedure manual to Patient Revenue. Knowledge of UPFS and application of it. Good written and verbal communication skills. Financial Management skills. Interpersonal, analytical and reporting skills as well as computer skills. Problem solving and Decision making skills. Time management skills and analytical skills.
- DUTIES** : the incumbent will be responsible for Debt management, Adhere to all Debt collecting processes and recover outstanding debts, monitor and capture payment of the patients' accounts, billing of patients, manage revenue/Account enquiries. Submit all claims to external funders for payment. Compile monthly reports e.g. IYM, projections, age analysis, write-off etc. Perform monthly reconciliation of accounts preparing of Oral/ treatment quotations. Compile Monthly statutory reports. Provide support and guidance to all stakeholders. Attend to all audit queries raised by internal/ external auditor and Carry out additional tasks as required by Supervisor.
- ENQUIRIES APPLICATIONS** : Mr A Mulaudzi Tel No: (011) 488 4906
: Z83 applications Applicants must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za.
- NOTE** : to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than three (3) months), CV with minimum of at least three (3) referees, relevant certificates. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 30 August 2019
- POST 29/136** : **PROFESSIONAL NURSE: (GENERAL NURSING) GRADE 1/2/3 REF NO: PN02/08/2019**
Directorate: Nursing
- SALARY CENTRE** : R256 905 – R383 226 per annum excluding benefits
: WITS Oral Health Centre

- REQUIREMENTS** : 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 South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse.
- 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 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 by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively 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's needs, requirements and expectations (Batho Pele). Willing to work shifts including night duty in different departments.
- ENQUIRIES** : Matron T Mquqo Tel No: (011) 488 4312
- APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za.
- NOTE** : Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than three (3) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of SANC. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 30 August 2019
- POST 29/137** : **ELECTRO-ENCEPHALOGRAPHIC ASSISTANT (EEG) GRADE 1 REF NO: CHBAH 203 (X1 POST)**
Directorate: Neurology
- SALARY** : R210 567 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENT** : Matriculation as a minimum standard of education. Appropriate qualification (with duration of at least two (2) years) or prescribed in-service training (with duration of at least two (2) years) that allows for the required registration with Health Professional Council of South Africa (HPCSA). Current registration with HPCSA. No experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Competencies/Knowledge/Skills: Advanced knowledge of Electro-encephalographic (EEG) and ability to work with paediatric and adult patients.
- DUTIES** : Perform good quality diagnostic procedures such as EEG, MSLT and Telemetry. Carry out all duties pertaining to laboratory and patient's administration. Training of EEG Technicians.
- ENQUIRIES** : Prof A Mochan Tel No: (011) 933 8554
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should

not be more than three (3) months old). Relevant service certificates. 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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. People with disability are encouraged to apply.

- CLOSING DATE** : 30 August 2019
- POST 29/138** : **DENTAL ASSISTANT GRADE 2 (CONTROLLER) REF NO: DAC 03/08/2019**
Directorate: Poly Clinic 1
- SALARY CENTRE REQUIREMENTS** : R198 396 per annum excluding benefits
: WITS Oral Health Centre
: Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant, proof of current registration. Minimum of 10 years working experience in the public service. Ability to work independently. Knowledge of infection control and sterilization of equipment. Basic computer literacy.
- DUTIES** : Manage Poly Clinic 1. Control and manage ordering of stock and responsible for stock taking. Supervise staff in the performance of daily responsibilities and manage human resources matters in the Poly Clinic 1 including PMDS. Perform all administrative duties in the Poly Clinic 1. Responsible for work schedules in the Poly 1 Clinic which include the following disciplines namely: Prosthodontics, Orthodontics, Maxillo-Facial, Periodontics, emergencies and trauma patients. Compilation of monthly, quarterly and annual reports. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- ENQUIRIES APPLICATIONS** : Matron. T Mquqo Tel No: (011) 488 4312
: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za.
- NOTES** : Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than three (3) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 30 August 2019
- POST 29/139** : **HUMAN RESOURCE CLERK REF NO: ODI/29/07/2019 (X2 POSTS)**
Directorate: HRM
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
: ODI District Hospital
: Grade 12 with 2 years' experience in Human Resource Management or a minimum of 3 years National Diploma/Degree in Human Resource Management with 1-year experience. Sound Knowledge of HR Acts, Prescripts-Interpretation and implementation thereof. Good knowledge of PERSAL System and Computer literacy. Excellent communications, writing skill, and good interpersonal relations.
- DUTIES** : Conduct Recruitment and Selection process in line with relevant Acts and Policies. Leave Management, Capturing of PMDS documents on PERSAL as required by the DPSA. Processing and submission of all HR mandates to GDF as required.

Perform all Salary and Personnel related matters. Effective and efficient management of HR administrative aspects. Appointments, transfers, termination, salary administration and management of Conditions of service. Assist with PILIR management and reporting thereof. Management of overtime.

ENQUIRIES : Ms. Deane MM Tel No: (012) 725 2445

APPLICATIONS : Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION : Mr. Sekwele LR

NOTE : must be submitted on form Z83 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 as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for nay relevant records of a candidate to determine suitability.

CLOSING DATE : 06 September 2019

POST 29/140 : **MATERIAL RECORD CLERK REF NO: MATERIAL REC/CARL/2019/7 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R173 703 – R204 612 per annum (Level 05) (Plus Benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of PFMA, Treasury Regulations, Procurement Administration System manual (PAS). Computer literate. Good communication and report writing skills. Be able to work in a team, problem solving skills. Interpersonal relations. The official must be willing to rotate within SCM Unit.

DUTIES : Receive requisitions for issuing of stock. Issue stock from warehouse to all Units within the Institution as per the requisition. Update bin cards (VA11a) with incoming/outgoing stock. Packing of stock on shelves according to FIFO/FEFO Principles. Safe keep all consumable items. Manage and update stock control cards (VA10). Compile requisition for replenishment of stock. Obtain quotations from Suppliers registered on Central Supplier Database (CSD). Create shopping cart on SAP SRM and follow up on outstanding orders. Acknowledge receipt of delivery/service by capturing invoices on SAP SRM/SAP R3 and create GRV. Clear outstanding invoices on web cycle, compile report. Manage transit in and out for all consumables and non-consumable items. Manage and keep record of all outstanding deliveries (0-9 file). Follow up on outstanding deliveries and keep record thereof. Report all losses to Supervisor. Conduct monthly stock count, reconciliation of physical and theoretical stock compile and submit a report on/before due date.

ENQUIRIES : Mrs T Lekgari Tel No: (018)788 1720

APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag X 2023, Carletonville, 2499.

NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE : 30 August 2019 16:00 PM

POST 29/141 : **DENTAL ASSISTANT GRADE 1/2 REF NO: DA 04/08/2019**
Directorate: Sterilization Unit

SALARY : R168 429 – R198 396 per annum excluding benefits

CENTRE : WITS Oral Health Centre

REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the HPCSA as Dental Assistant. Knowledge of dental instruments, equipment, materials used for

- procedures, sterilization and infection control processes. The ability to work independently, have good communication and people skills.
- DUTIES** : Prepare working area for patient treatment, select and set up instruments, equipment and material required for clinical procedure. Give patients post-operative instructions. Maintain safe working environment by complying with health and safety procedures. Adhere to infection control policies. Keep stock control (Inventory) up to date. 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** : Ms T Mquqo Tel No: (011) 488 4312
- APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za
- NOTE** : Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than three (3) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 30 August 2019

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.

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Innocent Mantome, Tel No: (011) 227 0105 or posted to- Private Bag X35, Johannesburg, 2000.
- CLOSING DATE** : 30 August 2019
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. 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.

MANAGEMENT ECHELON

- POST 29/142** : **DIRECTOR: SUSTAINABLE LIVELIHOODS REF NO: SD/2019/08/03**
- SALARY** : R1 005 063 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 (Sustainable Livelihoods)
- REQUIREMENTS** : Degree in Community Development or Social Work or Public Management and Development or equivalent qualification and a minimum of 5 years' Management experience in Community Development environment in the Public Sector. A valid driver's license. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understating of legislation, policy and Institutional framework governing Community Development Programmes in the Public Service. Knowledge and understating of Departmental Community Development Programmes priorities, policies, procedures and processes. Knowledge of the Departments Strategic priorities and

Service Delivery model. Monitoring and Evaluation, Reporting, People Management, Strategic Management and Project and Programme Management Skills.

DUTIES

: Oversee the development, design and implementation of War on Poverty functions. Strategic coordination of War on Poverty functions. Strategic Coordination of Service Standard functions. Oversee the alignment of Service standard to Department Strategic objectives and service delivery priorities and commitments. Strategic Coordination of Child Poverty and Women Development functions. Oversee the development, design and implementation of Child Poverty functions in the Department and the budgeting and expenditure monitoring and reporting of the programme. Strategic Coordination of Special Projects functions. Oversee the effective Programme and Project Management of Special Projects functions. Strategic Coordination of Community Development functions. Oversee Performance Reporting on Community Development functions. Strategic Coordination of Youth Development Programme. Oversee Service Delivery Innovation of Youth Development functions. Management of the Directorate. Coordinate budget planning, monitoring and reporting on expenditure patterns. Manage staff performance, training and development, conduct and leave. Manage all assets allocated in the component.

ENQUIRIES

: Ms Innocent Mantome Tel No: (011) 227 0105

NOTE

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

ERRATUM: DEPARTMENT OF HEALTH: Kindly note that the post of Assistant Director: HRM with Ref No: EGUM 13/2019 (**for EG and Usher Memorial Hospital**), advertised in Public Service Vacancy Circular 27 dated 26 July 2019, the Salary allowances for the post were amended as follows: Salary: R376 396 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements). Sorry for the inconvenience.

OTHER POSTS

<u>POST 29/143</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) (GRADE 1) REF NO: GS 58/19</u> Component – ICU- Critical Care
<u>SALARY</u>	:	R1 728 807 per annum (All-Inclusive Package), Excluding Commuted Overtime (Employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Greys Hospital, PMB
<u>REQUIREMENTS</u>	:	Specialist Qualification in a relevant Specialty to Adult Critical Care: e.g. Anesthesia, Surgery, Internal Medicine or Emergency Medicine Registration with the Health Professions Council of South Africa as a Specialist: PLUS 3 years post-registration experience as a “Specialist” Registration with HPCSA as a Sub Specialist in Critical Care.
<u>DUTIES</u>	:	Manage the adult multidisciplinary tertiary Intensive Care Unit (ICU) Grey’s Hospital as a component of the overall Metropolitan Critical Care system of the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Report to the Head Clinical Department Anaesthesia and Critical Care Grey’s Hospital, to jointly ensure that an efficient and acceptable standard of Critical Care patient services are maintained. Develop and refine Critical Care admission and discharge policies appropriate for Grey’s Hospital, in line with the overall Metropolitan Critical Care policies, to ensure the fair and ethical distribution of ICU resources. Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Critical Care system to facilitate postgraduate training in Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines, and for specialists undertaking Certification in Critical Care, and would need to maximize the contribution of the Grey’s ICU to these training programmes. Accept overall responsibility for the Critical Care management of critically ill patients admitted to the Critical Care Unit of Grey’s Hospital Lead the clinical Critical Care service of a tertiary hospital ICU that functions as part of the Metropolitan Critical Care service by: Personally providing Subspecialist-level consultant cover and clinical leadership for Grey’s Hospital Multidisciplinary ICU. Supervising and directing the clinical work of Specialists undertaking Certification in Critical Care Personally providing (on a rostered duty basis) after-hours Subspecialist consultant cover for the ICU at Grey’s Hospital as well as for other ICUs in the Metropolitan Critical Care system. Assessing pre- and post-admission high-risk patients in the wards, and providing clinical guidance to clinicians referring patients to the ICU at Grey’s Hospital. Liaising with, and working with, the Critical Care services offered by the Department of Paediatrics at Grey’s Hospital on matters of joint relevance to both adult and paediatric critical care. Participating in outreach programmes for the development of Critical Care services within the catchment area of Grey’s Hospital Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of medical staff, and giving guidance for the effective utilization and placement of

nursing staff Maintaining discipline and ensuring that staff members act with integrity and professionalism within the law. Delegating duties to senior staff without lessening the incumbent's own responsibility and accountability for actions taken on the incumbent's behalf Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the ICU and High Care Maintaining self-development and staff development by CPD and CME activities and participation in postgraduate and other relevant academic/training programmes. Co-ordinating participation in Quality Improvement measures by staff. Ensure the proper and economical use of equipment, consumables and other resources. Behavioral Attributes Required Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines.

- ENQUIRIES** : Dr Zane Farina; Head Clinical Department Anaesthesia and Critical Care Tel No: 033 897 3412
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 58/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
- CLOSING DATE** : 30 August 2019
- POST 29/144** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 55/2019**
Internal Medicine Unit
- SALARY** : R1 643 352 per annum (All inclusive salary packages) (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine Unit, Appropriate Tertiary qualification in the Health Science (MBCbB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Internal Medicine Unit after registration with the HPCSA as a Medical Specialist in Internal Medicine Unit, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
- DUTIES** : Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-ordinate of Internal Medical Unit services for the discipline within Region4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical

Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

- APPLICATIONS** : Please forward application quoting the reference number to The HumanResource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1stFloor Admin Block
- FOR ATTENTION NOTE** : Mr. MTR Nzuzza
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 30 August 2019 (Late applications will not be accepted)
- POST 29/145** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 56/2019**
 Urology
- SALARY** : R1 643 352 per annum (All inclusive salary packages) (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Rural Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Urology, A minimum of 3 years' appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as a Medical Specialist in Urology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patients within the field of expertise, Managerial and financial

		management skills, computer skills. Problem solving and project management, Concerns of excellent, Courtesy and Interpersonal skills, Stress tolerance and Innovation and drive and Awareness of cross-cultural differences.
<u>DUTIES</u>	:	Responsible for the management of urology unit including day to day running of Services, Administration and support services as to achieve optimal patient care within defined levels of institution responsibility, Be part of the team that ensures efficient management and equitable distribution of all resources in King Cetshwayo District Urology Complex and Drainage areas, Effective utilization and training of Staff, maintain of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility, Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality assurance programme, implementing and coordinating community care and outreach programmes, Ensure procedures for safe keeping of sound records, asset and information, Will also be responsible for academic and/or creative teaching and leadership, circulation and development of undergraduate and post graduate courses, managing academic and support staff developing/supervising research and/or creative projects, Strengthen clinical governance, Manage the performance of all human resource, Ensure that the environments. Complies with and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity, Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these, Provide measures and guidance on quality assurance to comply with set quality standards.
<u>ENQUIRIES</u>	:	Dr R.S Moeketsi Tel No: (035) 901 7260
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The HumanResource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 st Floor Admin Block
<u>FOR ATTENTION</u>	:	Mr. MTR Nzuzza
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	30 August 2019 (Late applications will not be accepted)
<u>POST 29/146</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 57/2019</u> Radiology
<u>SALARY</u>	:	R1 643 352 per annum (All inclusive salary packages) (this inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospital Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade1: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, Appropriate Tertiary qualification in the Health Science (MBChB), Current

registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, Registration with the HPCSA as a Medical Specialist in Radiology, Proof of working experience endorsed by Human Resource Department. Grade 2: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, Registration with the HPCSA as a Medical Specialist in Radiology, A minimum of 5 years' appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology, Proof of working experience endorsed by Human Resource Department. Grade 3: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, Registration with the HPCSA as a Medical Specialist in Radiology, A minimum of 10 years' appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology, Proof of working experience endorsed by Human Resource Department. Sound knowledge of clinical concepts within the specific domain, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, Teaching and supervisory skills, Awareness of cross-cultural differences, Knowledge of all Public Service Legislation, Policies and Procedure, Medical Ethics, epidemiology and statistics, Conflict management skills, innovation, drive and stress tolerance, Middle management Skills, Concern for excellence.

DUTIES

: Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology and ensure continuous clinical support to Junior staff, Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities, Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital, Provide outreach to surrounding District Hospital that refers patients to Ngwelezana Hospital, Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4, Assist with the setting of protocols for management of patients, equipment and other relevant procedures Ensure equipment is maintained and functional at all times. Attend to Administrative matters as pertains to the unit. Manage/supervise allocated human Resources, Attend to meeting and workshops as directed. Comply with all legal Prescripts Act, legislative, Policies, Circular, Procedure, Guidelines and code of conduct for the public service Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards.

APPLICATIONS

: Please forward application quoting the reference number to The HumanResource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1stFloor Admin Block

FOR ATTENTION NOTE

: Mr. MTR Nzuz
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following

checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE

: 30 August 2019 (Late applications will not be accepted)

POST 29/147

HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 58/2019

Ophthalmology

SALARY

: R1 643 352 per annum (All inclusive salary packages) (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospital Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE

: Ngwelezana Tertiary Hospital

REQUIREMENTS

: Grade1 Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Ophthalmology, Registration with the HPCSA as a Medical Specialist in Ophthalmology, Proof of working experience endorsed by Human Resource Department. Grade 2: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Ophthalmology, Registration with the HPCSA as a Medical Specialist in Ophthalmology, A minimum of 5 years' appropriate experience as a Medical Specialist in Ophthalmology after registration with the HPCSA as Medical Specialist in Ophthalmology, Proof of working experience endorsed by Human Resource Department. Grade 3: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Ophthalmology, Registration with the HPCSA as a Medical Specialist in Ophthalmology, A minimum of 10 years' appropriate experience as a Medical Specialist in Ophthalmology after registration with the HPCSA as Medical Specialist in Ophthalmology, Proof of working experience endorsed by Human Resource Department. Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Sound knowledge of clinical concepts within the specific domain, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, Teaching and supervisory skills, Awareness of cross-cultural differences, Knowledge of all Public Service Legislation, Policies and Procedure, Medical Ethics, epidemiology and statistics, Conflict management skills, innovation, drive and stress tolerance, Middle management Skills, Concern for excellence, Awareness of cross-cultural differences.

DUTIES

: Overall Management of Ophthalmology services in Health Region 4, Kwa-Zulu Natal. Render efficient and cost-effective Ophthalmology services to patients managed by: Ngwelezana Hospital, Queen Nandi Regional Hospital, District Health Care Services in Region 4, Kwa-Zulu Natal, and Primary Health Care Services in uMhlathuze sub-district. Strengthen and ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Ensure the rational use of resources (including laboratory investigations, medication, consumable and equipment). Deliver effective and efficient administration of the Ophthalmology Unit. Plan and partake in the training of staff including Registrars, Medical Officers, Community Services Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Develop tertiary services within the field of Ophthalmology. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct out-patient specialist clinics and attend to in-patient and provide expert opinion where

required. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff are aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Generate reports, plans, presentations and perform other administrative duties attached to this position. Strengthen partnership with relevant stakeholders i.e. Medical School, Referral Hospitals, Research Councils etc. Maintain clinical, professional and ethical standards.

- ENQUIRIES** : Dr R.S Moeketsi Tel No: 035 901 7260
- APPLICATIONS** : Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880
- FOR ATTENTION** : Mr. MTR Nzuzza
- POST 29/148** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 59/2019**
Anaesthetic Unit
- SALARY** : R1 643 352 per annum (All inclusive salary packages) (this inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesia Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Anaesthetic Unit after registration with the HPCSA as a Medical Specialist in Anaesthesia, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
- DUTIES** : Deputize the Head Clinical Department of Anaesthetic Unit. Participate in the co-ordinate of Anaesthetic Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervise allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards

ENQUIRIES : Dr S. Sewpersad Tel No: (084) 418 3496
APPLICATIONS : Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880
FOR ATTENTION : Mr. MTR Nzuza

POST 29/149 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 60/2019**
Emergency Medicine Unit

SALARY : R1 643 352 per annum (All inclusive salary packages) (this inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE : Ngwelezana Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, A minimum of 3 years' appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as a Medical Specialist in Emergency Medicine, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

DUTIES : Deputize the Head Clinical Department of Emergency Medical Unit. Participate in the coordinate of Emergency Medical services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES : Dr SR Garach Tel No: (082) 495 0135
APPLICATIONS : Human Resource Department Ngwelezana Hospital, Private Bag X2002, Empangeni, 3880
FOR ATTENTION : Mr. MTR Nzuza

POST 29/150 : **CLINICAL MANAGER – OPD & CASUALTY REF NO: EST/08/2019**

SALARY : R1 173 900 per annum all-inclusive package plus, 18% inhospitable allowance, Commuted Overtime (subject to approval)

CENTRE : Estcourt District Hospital
REQUIREMENTS : Senior certificate/grade 12. MBChB Degree qualification. Degree or Diploma in Family Medicine. Registration with the HPCSA as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. A minimum of 6 years'

experience after registration as a Medical Practitioner with HPCSA. Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (certificate of service must be attached as proof of experience) Knowledge, Skills and Competencies: Knowledge of health legislation and policies at public institution excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. God team building and problem solver. Knowledge of medical disciplines and management skills Knowledge and experience in District Health Systems. Qualification in family medicine would be a recommendation. Key Performance Areas: Provide the management, support and supervision to all medical staff, pharmacy service and allied health professional service. Provide optimal health care by utilizing SMART key result Areas in carrying out the objective of the department. 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 to Doctors. Provision of quality care, assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits development of clinical guidelines, policies as per specialty. Participate in quality improvement Programmes. Ensure the provision of outreach service. Formulate strategic plans in keeping with the requirements of the hospital. Ensure control monitoring of the hospital budget. Maintain discipline in relevant department. Ensure continuous monitoring of morbidity and mortality through clinical audits. Provision of quality advance comprehensive community health care through provision of preventative, curative and rehabilitative services. Provision of administrative services. Overtime

- ENQUIRIES** : Dr. E.M. Kekana Tel No: (036) 342 7040
- APPLICATIONS** : Should be forwarded to: The Human Resource Manager Estcourt District Hospital Private Bag X 7058, Estcourt, 3310 or Hand delivered to: Estcourt District hospital, Human Resource Office No: 01, Old Main, Estcourt, 3310. Original Signed by the Acting CEO Dr. E.M. Kekana, Acting Chief Executive Officer Plan.
- NOTE** : Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidate s only 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 Applying. Successful candidates will be subjected to Medical Assessment.
- CLOSING DATE** : 30 August 2019
- POST 29/151** : **MEDICALSPECIALIST: ANAESTHETICS REF NO: RKK M 14/2019 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 per annum. All-inclusive salary package (commuted overtime is compulsory).
Grade 2: R1 264 623 per annum. All-inclusive salary package (commuted overtime is compulsory)
- CENTRE** : R. K Khan Hospital – Anaesthetics
- REQUIREMENTS** : **Grade 1:** Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Specialist in Anaesthetics. Grade 12 Certificate. **Grade 2:** The minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Proof of current registration with HPCSA 2019. NB' Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, Skills and Competencies. Sound clinical knowledge and expertise as a Specialist in Anaesthetics. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Ability to innovate and be prepared to work

		overtime. Ability to manage patients independently. Interest in conducting and supervising research.
<u>DUTIES</u>	:	To provide effective and efficient specialist/consultant care for the patients of RK Khan Hospital and Its catchment population. To execute duties and functions with proficiency. To support the aims and objectives of the institution that are consistent with standards of patient care. Liaise with other health care institutions and the Medical School as and when necessary in consultation with the Head of Department. Accept responsibility for the management of patients presented for Anaesthetics consult. Assist in the preparation and implementation of guidelines and protocols. Participate in postgraduate and other relevant academic and training programmes. Ensure the proper and economical use of resources and equipment. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Dr. S Tarr Tel No: (031) 459 6209
<u>APPLICATIONS</u>	:	Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate not copies of certified copies. Current registration with SANC 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial constraints- No S&T or relocation cost to be paid.
<u>CLOSING DATE</u>	:	30 August 2019 16:00 afternoon
<u>POST 29/152</u>	:	<u>MEDICAL SPECIALIST: ORTHOPAEDICS REF NO: RKK M 15/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum. All-inclusive salary package (Commuted overtime is compulsory). Grade 2: R1 264 623 per annum. All-inclusive salary package (commuted overtime is compulsory)
<u>CENTRE</u>	:	R. K Khan Hospital – Orthopaedics
<u>REQUIREMENTS</u>	:	Grade 1: Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Medical Specialist in Orthopaedics. Grade 2 the minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedics. Grade 12 certificate Proof of current registration with HPCSA 2019. Knowledge, Skills and Competencies. Ability to deal with all medical emergencies. Knowledge of ethical Medical Practices. Ability to assess, diagnose and manage patient. A concern for quality. Cross Cultural Awareness. Ability to work within a multi-disciplinary team.
<u>DUTIES</u>	:	Render clinical duties in the Orthopaedics Department. Render cost effective medical care, incorporating radical management and follow-up. Maintain medical records. Train and supervise medical interns, medical students and other personnel. Undertake on-going medical education and professional development.
<u>ENQUIRIES</u>	:	DR. V.S Kasipersad Tel No: (031) 459 6209
<u>APPLICATIONS</u>	:	Human Resource Department, R K Khan Hospital, Private Bag X004, Chartsworth, 4030 or hand delivers to R K Khan Hospital, Human Resource Department, Ground F, Recruitment Officer, Room No: 35.
<u>NOTE</u>	:	Due to financial constraints- No S&T or Relocation cost to be paid
<u>CLOSING DATE</u>	:	30 August 2019 16:00 afternoon

POST 29/153 : **MEDICAL SPECIALIST GRADE 1 – 3 (RADIOLOGY) REF NO: PMMH/SPEC/RADIO/01/2019 (X1 POST)**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital – Radiology
Experience: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Radiology). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Radiology). Proof of current registration as a Medical Specialist with HPCSA. Experience: **Grade 1:** No experience required. **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Radiology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

DUTIES : On-going provision of radiology services at PMMH. Perform radiological procedures in accordance with those offered by a regional facility. Provide radiological services in designated area of responsibility within accepted guidelines and protocols. Perform, interpret and report radiological procedures and studies. Active participation in continuing medical education programs. Participate in the Quality Improvement Program in the department. Participate in clinic audit activities within the department. Maintain clinical, professional and ethical standards related to radiological services rendered. Participate in undergraduate teaching of radiology.

ENQUIRIES APPLICATIONS : Dr N Paruk Tel No: (031) 907 836
Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060

FOR ATTENTION NOTE : Mrs TZ Makanya
Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 30 August 2019

POST 29/154 : **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 61/2019**
Emergency Medicine Unit

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
(This inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Emergency Medicine. Tertiary qualification in the Health Science (MBCHB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years

appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency Medicine and Proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency Medicine, Proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, epidemiology and statistics.

DUTIES : The candidate will, under the direction of the head of the department: Conduct specialist ward rounds, Provide after hour cover in emergency medicine and clinical support to junior staff, Provide advice to district/regional level hospitals, Manage/supervise allocated human resources, Ensure equipment is appropriately maintained. Training of undergraduate and post-graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Emergency Unit and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient management in Emergency Medicine. Development and implement clinical audit and quality assurance programmes. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Performance of commuted overtime is a requirement of the post.

ENQUIRIES : Dr SR Garach Tel No: (082) 495 0135

APPLICATIONS : Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880.

FOR ATTENTION : Mr. MTR Nzuzza

POST 29/155 : **MEDICAL OFFICER (ORTHOPAEDICS) (GRADE 1-3) REF NO: MAD 37/2019 (X2 POSTS)**

SALARY : Grade 1: R821 205 – R884 670 per annum
Grade 2: R983 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
: A basic qualification of MBChB plus Current (2019) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1:** No experience required from South African qualified employees. One (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. Medical Officer **Grade 2:** Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' 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. Medical Officer **Grade 3:** Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' 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. Knowledge, Skills, Training and Competencies required: Sound knowledge of clinical and patient management skills, human resource management, information management and quality

<u>DUTIES</u>	:	assurance programs. Current health and public service legislation, regulation and medical ethics. Good communication skills.
	:	Clinical \ and administration duties \ responsibilities for the respective section. Implement quality standards and practices and practices and treatment protocols to ensure correct and effective management of patient. Examination, diagnosis and treatment of patients in Orthopaedic OPD, Orthopaedic clinic and wards. To identify health care needs and communicate these to seniors for development of policies, methods and procedures. Facilitation of staff training and on-going medical education. After- hours participation in call rosters. Active involvement in the pre-operative assessment of patients. Assist senior doctors during operations. Active participation in handling of minor orthopaedic procedures.
<u>ENQUIRIES</u>	:	Dr SPB Khetsi Tel No: (034) 328 8000
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. 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.
<u>CLOSING DATE</u>	:	30 August 2019
<u>POST 29/156</u>	:	<u>MEDICAL OFFICER REF NO: GJGM41/2019 (X1 POST)</u> Component: Orthopedics
<u>SALARY</u>	:	Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance: Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE</u>	:	GJG Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Knowledge Skills and Competencies: Sound general medical knowledge. Basic knowledge regarding Orthopaedic procedures. Interest in Orthopaedic Surgery. Basic knowledge of resuscitation of poly trauma patients. Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), a valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

DUTIES : Enthusiastic to learn orthopedic surgery. General care of pre op and post op patients in the wards. Assisting senior doctors in theater with orthopedics surgery Assisting in the orthopaedic out patients including outreach services Willing to learn basic orthopedics procedures like MUA, debridement's Active involvement in the department's quality control and ongoing academic training programs. To perform compulsory overtime duties in the Orthopedics department. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES : Dr P OO (Head Clinical Unit) Tel No: (032) 437 6000, Cell No 0833786772

APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGM Regional Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION : Mr. S. Govender

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM41/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post ND: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 30 August 2019

POST 29/157 : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 38/2019 (X1 POST)**
Directorate: Dept. Of Anaesthetics

SALARY : Grade 1: R821 205 – R884 670 per annum (All inclusive salary package)
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2019/2020).Recommendation: Computer Literacy, **Grade 1:** Must register for Diploma in Anesthetics, **Grade 2:** Diploma in anesthesia PLUS 2 years' experience in Anesthesia at a recognized DA training facility OR Completion of registrar time in Anaesthesia and registered for M. Med Anesthetics and not yet registerable as a specialist (ice. Suitable for end of time registrars) **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner **Grade 2:** 5 years to less than 10 years' experience after registration with the HPCSA as an Independent Medical practitioner knowledge, skills, training and competencies required: Participation in the after-hours call system is essential, sound knowledge and skills associated with the practice of Anesthetics, ability to diagnose and manage common medical problems including emergencies, demonstrate the ability to work as part of a multidisciplinary team, knowledge of current Health Legislation and policies at Public Institutions.

DUTIES : Clinical responsibility including examine, investigate diagnose and oversee treatment of patients, the incumbent will be expected to rotate through S-block (multidisciplinary anesthesia services), O-block (obstetric) and ICU complexes at King Edward VIII hospital complex, to perform appropriate pre-operative

examination and optimization of patients for planned surgery, to provide safe and appropriate anesthesia during surgery, to participate in post-operative care of patients, Anesthetists' must be prepared for early starts to the working day and potentially late unpredictable finishes to the normal working day, the nature of anesthesia means that frequent weekend shifts are required inside the commuted overtime package, participate in relevant training programs, maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care, undertake continuing medical education and professional development and study professional literature eg. Medical journals, to identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures, to participate in audit and quality control programs and research to improve the standard of patient care, to participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations, to participate in Outreach services in the drainage area of King Edward VIII Hospital as appropriate to their grade of qualification and experience, to maintain a logbook of clinical duties.

- ENQUIRIES** : Dr. L. Cronje Tel No: (031) 360 3424
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
- 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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 30 August 2019
- POST 29/158** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 34/2019 (X1 POST)**
Directorate: Dept. of Orthopedics
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive package)
Grade 2: R938 964 – R1 025 693 per annum (All inclusive package)
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2019/2020). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner **Grade 2:** 5 years to less than 10 years actual experience after registration with the HPCSA as an Independent Medical Practitioner Recommendation: Computer Literacy, previous experience in Orthopaedics will be an added advantage. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Orthopaedic to allow for accurate diagnosis and appropriate management of clinical problems, ability to deal with all Orthopaedic emergencies, good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development.
- DUTIES** : Participation in the provision of service in the department of Orthopaedic including rotations in OOPD, Wards and Theatre, assist with supervision and support of interns and students in the department, Participate in the Departmental academic program, provide and ensure community orientated clinical services and support

to Primary Health Care Services, ensure the provision of safe, ethical, and high quality medical care, perform after hour duties, participate in quality improvement programs, clinical audits, peer review meetings, mortality and meetings, maintain medical records, participate in the process of step down care to facilities in the catchment area of the institution.

ENQUIRIES : Dr. S. Ramji Tel No: (031) 360 3854
APPLICATIONS : All applications must be addressed to the Human Resources Manager and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 30 August 2019

POST 29/159 : **MEDICAL OFFICER (PAEDIATRICS) GRADE1-3 REF NO: PMMH/MO/PAEDS/01/2019 (X1 POST)**

SALARY : Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
 Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
 Grade 3: R1 089 693 - R1 3 62 366 per annum (all-inclusive package)
 All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE : Prince Mshiyeni Memorial Hospital – Paediatric
REQUIREMENTS : Experience: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. 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 knowledge, skills, training and competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment 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 junior staff within the department.

DUTIES : Key Performance Areas 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 to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Pediatrics'. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits; participate in academic meetings Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : Dr N Naidoo Tel No: (031) 907 8380

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

FOR ATTENTION NOTE : Mrs TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 30 August 2019

POST 29/160 : **OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OPM SPEC 7/2019 (X2 POSTS)**
Postnatal (X1 Post)
Neonatal (X1 Post)

SALARY : R562 800 - R633 432 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital
REQUIREMENTS : Basic R425 qualification - Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse and Midwifery. One (01) year Post basic qualification in the specialty (Advanced Midwifery and Neonatal Nursing Care). A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Obstetrics & Gynaecology nursing, after obtaining the 1 year post-basic qualification in Advanced Midwifery and Neonatal Nursing Care. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patients' Rights Charter, Batho pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills.

DUTIES : To exercise overall supervision on the departments, identify needs and formulate health care programs and oversee implementation thereof. Implement maternal and child health care programs e.g PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Work hand in hand with members of the multidisciplinary Health team in the formulation of policies related to the area of responsibility. Advocate and ensure the promotion of nursing ethos and professionalism. Contribute to the development of clinical management guidelines and protocols for management of patients and to ensure that these support and acceptable level of care within reasonable resources. Provide leadership in the implementation of the National Core Standards Ensure proper use and control of all resources under her control, ensuring that operations remain within budget.

ENQUIRIES : Nursing Manager: DR FN Dube Tel No: (035) 4734500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION NOTE : Mrs GZ Dube: Human Resource Manager
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. 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 for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 30 August 2019

POST 29/161 : **CLINICAL PROGRAMME CO-ORDINATOR GR 1 REF NO: GS 49/19**
Component – Quality Assurance

SALARY : R444 276 per annum, plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent Degree or Diploma in General Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Registration with the SANC as Professional Nurse Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person Certificate of Service endorsed by Human Resources must be attached. Recommendation: A valid code 08 driver's license Computer Literacy (MS word, power point, excel) Knowledge, Skills, Training and Competency Required: Knowledge of the legislative, current public service and health related legislations and Quality Assurance framework Practical experience in Quality Assurance and Accreditation. Knowledge of Total Quality Management (TQM) Knowledge of National and Provincial Priority programmes and guidelines Knowledge of National Core Standards, Ideal Hospital Realization Framework Promote quality of care as directed by the professional scope of practices and standards as determined by the health facility Knowledge of Risk Management, clinical and non-clinical safety incidents Have excellent verbal communication, report writing and presentation skills Proficient in the application of computer software packages (MS Word, Power point, Excel).

DUTIES : Key Performance Areas Co-ordinate, facilitate and implement quality assurance culture in the institution Facilitate the establishment of quality assurance and clinical governance committees and ensure effective functioning of these and ensure that all staff participates in quality assurance programmes. Facilitate and support development of Quality Improvement programmes in order to address short-comings and non-compliance issues. Ensure and monitor the compliance of the institution to National Core Standards and Ideal Hospital Realization Framework Support facility in the development and implementation of institutional policies, standard operating procedure and protocols Co-ordinate and participate in internal and external assessments and surveys to monitor standards and progress Monitor, evaluate and report on the delivery of quality care at institutional level including clinical care, waiting times and patient experience of care at the

institution. Co-ordinate internal quality clinical audits and make recommendations to bridge identified gaps. Co-ordinate quality improvement initiatives at the institution Provide advice, guidance and training on various aspects of quality care to all departments within the institution. Represent the institution at the District Quality improvement meetings and other related activities Participate at multidisciplinary meetings as a member.

- ENQUIRIES** : Dr K.B. Bilenge Tel No: (033) 8973000
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 49/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
- CLOSING DATE** : 30 August 2019
- POST 29/162** : **PROFESSIONAL NURSE (THEATRE) SPECIALTY REF NO: RKKN/PN/07/2019 (X3 POSTS)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
- CENTRE** : R. K Khan Hospital – Theatre
- REQUIREMENTS** : Degree/Diploma in General Nursing and Midwifery. Proof of current registration with South African Nursing Council (2019). A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. (Certificates of service e must be attached). One (1) year Post Basic certificate in Operating Theatre Nursing Science. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with South African Nursing Council in General nursing of which at least 10 years must be appropriate/recognizable experience after obtaining the post basic qualification in Operating Theatre Nursing Science. Proof of current registration with SANC 2019. One (1) Post Basic certificate in Operating Theatre Nursing Science. Proof of current and previous work experience endorsed and stamp by Human Resource Department. Knowledge of work procedures and processes e.g. planning, organizing, nursing, Human Resource matters, ability to formulate patient care related policies, knowledge of Health Act and Nursing Act. Supervisory, team building, skills to practice in the field of work. Sound interpersonal relationship, problem solving and communication skills.
- DUTIES** : To execute Professional Nursing duties and functions with proficiency in support of the aims and all strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist operational Manager in charge of the theatre with the overall management and the necessary support for effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Ensure safe environment to achieve desired outcome of surgical Interventions. Work collaboratively with Surgeons and Anaesthetics to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage / co-ordinate the smooth functioning of the instrument room.

ENQUIRIES : Mr. D. Singh Assistant Nursing Manager Tel No: 031 459 6035, Mrs. T. Mabaso Operational Nursing Manager Tel No: (031) 459 6168

APPLICATIONS : Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground Floor Recruitment Officer Room no. 35

FOR ATTENTION NOTE : Human Resource Manager
 : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za
 Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with SANC 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: due to financial constraints- no S&T or relocation cost to be paid.

CLOSING DATE : 30 August 2019 16:00 afternoon

POST 29/163 : **OCCUPATIONAL HEALTH NURSE (GRADE 1) REF NO: UNTU 07/2019**
 Department: Human Resource (Staff Clinic)

SALARY : R383 226 per annum. Other Benefits; Medical Aid (optional). 13th Cheque, Housing allowance (employee must meet the prescribed requirements) plus 08% rural allowance

CENTRE REQUIREMENTS : Untunjambili District Hospital: ILembe
 : Senior Certificate STD10/ (Grade12), Diploma / Degree in General Nurse and Midwifery. A post basic qualification in Occupational Health Care. Minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing Proof of current registration with SANC (2019). Proof of current and previous working experience endorsed by Human Resource must be attached, Valid Driver's License (EB). Recommendations: Dispensing License. Knowledge, skills, attributes and abilities. Knowledge of Nursing Care process and procedures, nursing and other relevant legal framework, Financial and budgetary knowledge pertaining to relevant resources under, Management Insight into the procedures and policies pertaining to the Nursing Care Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional framework, Interpersonal skills including public relations, negotiating conflict handling and counselling skills, Computer skills in basic programme.

DUTIES : Demonstration of effective communication with staff, supervisors and other clinician. Display concern for staff, promoting and advocating proper treatment and care including awareness and willingness to respond to employee needs, requirements and expectations. Undertake occupational disease research for purpose of investigating and preventing all types of occupational diseases. Maintain accreditation standards by ensuring compliance with National norms and standards. Develop quality improvement plans, strategic plans, policies and procedures for the unit. Ensure that baseline medical surveillance, periodical medical examination and exit medical examination are offered to employees. Ensure that occupational health training programs are cascaded within the hospital. Ensure immunization campaigns, medical surveillances are conducted regularly. Maintain staff satisfaction through quality services, innovation and professional nursing care. Maintain accurate staff records and submit regular reports on trends to the relevant stakeholders. Conduct assessment of the work environment to determine occupational risks and hazards and development strategies to mitigate these factors.

ENQUIRIES : CN Ndadane Tel No: 033 444 1259

- APPLICATIONS** : should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216 Kranskop, 3268.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). 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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.
- CLOSING DATE** : 06 September 2019
- POST 29/164** : **CLINICAL NURSE PRACTITIONER (GRADE 1) REF NO: UNTU 08/2019**
Department: Umphise Clinic
- SALARY** : R383 226 per annum. Other Benefits; Medical Aid (optional). 13th Cheque, Housing allowance (employee must meet the prescribed requirements) plus 08% rural allowance
- CENTRE** : Untunjambili District Hospital: ILembe
- REQUIREMENTS** : Senior Certificate STD10/ (Grade12), Diploma / Degree in General Nurse and Midwifery. A post basic qualification in Primary Health Care. A Minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing Proof of current registration with SANC (2019). Proof of current and previous working experience endorsed by Human Resource must be. Attached, Valid Driver's License (EB). Recommendations: Dispensing License. Knowledge, skills, attributes and abilities. Knowledge of Nursing Care process and procedures, nursing and other relevant legal framework, Financial and budgetary knowledge pertaining to relevant resources under, Management Insight into the procedures and policies pertaining to the Nursing Care Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional framework, Interpersonal skills including public relations, negotiating conflict handling and counselling skills, Computer skills in basic programme.
- DUTIES** : Conduct clinical training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management &

necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

- ENQUIRIES** : CN Ndadane Tel No: 033 444 1259
- APPLICATIONS** : should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216 Kranskop, 3268.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). 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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.
- CLOSING DATE** : 06 September 2019
- POST 29/165** : **PROFESSIONAL NURSE SPECIALTY (GRADE 1) REF NO: UNTU 09/2019**
Department: Untunjambili Hospital (Maternity)
- SALARY** : R383 226 per annum. Other Benefits; Medical Aid (optional). 13th Cheque, Housing allowance (employee must meet the prescribed requirements) plus 08% rural allowance.
- CENTRE** : Untunjambili District Hospital: ILembe
- REQUIREMENTS** : Senior Certificate STD10/ (Grade12), Diploma / Degree in General Nurse and Midwifery. Post Basic nursing qualification with duration at least one (1) year accredited with SANC IN Advanced Midwifery and Neonatal Nursing Science. Minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing Proof of current registration with SANC (2019. Proof of current and previous working experience endorsed by Human Resource must be attached, Valid Driver's License (EB). Recommendations: Dispensing License. Knowledge, skills, attributes and abilities. Knowledge of Nursing Care process and procedures, nursing and other relevant legal framework, Financial and budgetary knowledge pertaining to relevant resources under, Management Insight into the procedures and policies pertaining to the Nursing Care Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional framework, Interpersonal skills including public relations, negotiating conflict handling and counselling skills, Computer skills in basic programme.

DUTIES : Effective management of patients, display a concern for patients, promoting and advocating promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and Labour relation issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff Be able to manage mothers and ventilated babies and report when necessary Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc. Provide optimal, holistic specialized nursing care within set standards and professional / legal framework. Manage Human and financial resources. Participate in training, research and implementation of the department's values. Participate in the collection and management of data. Promote quality nursing care. Implement infection control and health and safety legislations.

ENQUIRIES : CN Ndadane Tel No: (033) 444 1259

APPLICATIONS : should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216 Kranskop, 3268.

CLOSING DATE : 06 September 2019

POST 29/166 : **PROFESSIONAL NURSE SPECIALTY (ICU & HIGH CARE) – GRADE 1, 2 REF NO: GJGM 43/2019 (X1 POST)**
Component: 029498

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

CENTRE : GJGM Hospital

REQUIREMENTS : Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Specialty (Trauma or Intensive Care Nursing) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific Specialty after obtaining the one year Post – Basic qualification in relevant specialty. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. 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. Plan management according to identified problems. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in theatre and in the whole institution for better quality patient's care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others.

Provision of optimal, holistic specialized critical nursing care with set standards within professional/ legal framework. Be able to manage ventilated patients when necessary.

ENQUIRIES : Mrs TH Mthembu (Assistant Manager Nursing) Tel No: 032 437 6111 / 6173

APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION : Mr S. Govender

NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St13/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 August 2019

POST 29/167 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: DARN 02 /2019 (X1 POST)**
Component: Darnall Clinic

SALARY : Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE : ILembe Health District Office

REQUIREMENTS : **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. A Valid Code EB driver's license (Code 08). Recommendations: HIV and AIDS Training, Community Health Nursing. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached for those applying for grade 2 Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling

and counseling. Good insight of procedures and policies pertaining to nursing care. School Health Policy and Guidelines. Health Promoting Schools. Relevant Health Programmes viz. HAST, MCWH, Healthy Lifestyle, Nutrition, Mental Health, Non-Communicable diseases. Sexuality Education, Batho Pele Principles. Legislation that guides practice.

DUTIES : Provide preventive and promotive services that address the health needs of school-going children. Mobilize resources and conduct capacity building for the implementation of the school health policy. Support, involve and ensure sustainable coordination for the school community and multi sectoral team in creating health promoting schools. Facilitate referral to health and other services where required. Monitor and evaluate the school health services rendered i.e. collecting and validating school health data and reporting accordingly.

ENQUIRIES : Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032) 4373600
APPLICATIONS : Applications to be forwarded to: Human Resources Department, The District Director, Ilembe Health District Office, Private Bag X 10620, Stanger 4450

FOR ATTENTION : Human Resource Section
NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za_Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 August 2019

POST 29/168 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH/PAED/01/19 (X1 POST)**

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade: 2: R471 333 – R579 696 per annum
 Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in- hospital Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital
REQUIREMENTS : **Grade 1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Paediatric Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019). **Grade 2:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment and Experience Requirements: Professional Nurse Grade 2 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Paediatric Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: A minimum of 14 years

appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Paediatric) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES : Ms TN Khumalo Tel No: (031) 907 8133
APPLICATIONS : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

FOR ATTENTION : Mrs TZ Makanya
NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 30 August 2019

POST 29/169 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH/ORTHO/02/19 (X1 POST)**

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade: 2: R471 333 – R579 696 per annum
 Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in- hospital Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital
REQUIREMENTS : **Grade 1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum appointment and experience requirements: professional nurse **Grade 2:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing .At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e.

Orthopaedic) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES : Ms IF Mpanza Tel No: (031) 907 8248
APPLICATIONS : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060

FOR ATTENTION : Mrs TZ Makanya
NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 30 August 2019

POST 29/170 : **PROFESSIONAL NURSE SPECIALTY – (MARTENITY) GRADE 1 - 2 REF NO: GJGM 37/2019 (X4 POSTS)**
 Component: Maternity

SALARY : Grade 1: R383 226 per annum Plus 8% rural allowance
 Grade 2: R471 333 per annum Plus 8% rural allowance
 Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE : GJG Mpanza Regional Hospital
REQUIREMENTS : **Grade 1:** Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2019 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving 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 frame. 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. Ensure accurate record keeping for statistics purposes. Ensure adherence to 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 pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in 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. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

ENQUIRIES : Mrs D.S Khanyezi (Assistant Nursing Manager O&G) Tel No: (032) 437 6040
APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street.

FOR ATTENTION : Mr S. Govender
NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM17/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post NB: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 30 August 2019

POST 29/171 : **PROFESSIONAL NURSE SPECIALITY – PAEDIATRICS GRADE 1 - 2 REF NO: GJGM 38 /2019 (X1 POST)**
 Component: Paediatrics

SALARY : Grade 1: R383 226 per annum Plus 8% rural allowance
 Grade 2: R471 333 per annum Plus 8% rural allowance
 Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE : GJGM Regional Hospital
REQUIREMENTS : Degree /Diploma in General Nursing and midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse PLUS Post basic Diploma Nursing Qualification in Child Nursing Science or Advanced Neonatal Nursing Science with duration of One 1(year), accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current /previous work experience endorsed and stamped by HR must be attached.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. 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. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in Paediatrics. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing

care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in Paediatrics and in the whole institution for better quality patient's care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others.

**ENQUIRIES
APPLICATIONS**

: Mrs N.G Mntambo (Assistant Manager Nursing) Tel No: 032 437 6151
: Applications to be forwarded to: Human Resources Department, Postal address:
The Human Resource Manager, GJGM Hospital, Private Bag x10609, Stanger
4450, Physical address: The Human Resource Department, Corner of Patterson
& King Shaka Street

**FOR ATTENTION
NOTE**

: Mr S. Govender (Human Resource Manager)
: Directions to Candidates: The following documents must be submitted, Application
for employment form (Z83), which is obtainable at any Government Department or
form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied
by a detailed CV and originally recently certified copies of highest educational
qualification/s (not copies of certified copies) of required educational qualifications
set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae.
Applications must be submitted on or before the closing date. The reference
number must be indicated in the column provided on the form Z83 e.g.
GJGM17/2019. NB: Failure to comply with the above instruction will disqualify
applicants. Please note that due to the number of applications anticipated,
applications will not be acknowledged. Correspondence will be limited to short
listed candidates only. If you have not been contacted within two months after the
closing date of the advertisement, please accept that your application was
unsuccessful. The appointment is subject to positive outcome obtained from NIA
to the following checks (security clearance, credit records, qualification, citizenship
and previous experience employment verifications and verification from the
company Intellectual Property (CIPC). The Department reserves the right not to fill
the post (s). This Department is an equal opportunity, affirmative employer, whose
aim is to promote representivity in all levels of all occupational categories in the
Department. Persons with disabilities should feel free to apply for the post NB: Due
to the severe budget constraints, the department is experiencing, S&T will not be
paid to any candidate that is attending the interview process.

CLOSING DATE

: 30 August 2019

POST 29/172

: **DIAGNOSTIC RADIOGRAPHER REF NO: GS 59/19**
Component – Radiology

SALARY

: Grade 1: R317 976 per annum
Grade 2: R401 640 per annum
Grade 3: R439 164 per annum
Other Benefits: 13th cheque, medical aid (optional), home owner allowance,
employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: National Diploma / Degree in Diagnostic Radiography Certified copy of original
registration with the Health Professions Council of South Africa (HPCSA) as a
Diagnostic Radiographer Certified copy of current registration with HPCSA for
2019/2020 as a diagnostic radiographer (Independent Practice) Certificates of
service to be attached as proof of experience. **Grade 1:** None after registration
with HPCSA in the relevant profession in respect of RSA qualified employees who
performed community service, as required in South Africa. One year 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 2:** Minimum of 10 years' experience after
registration with HPCSA in the relevant profession in respect of RSA qualified
employees who performed 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 profession in
respect of RSA qualified employees 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. Recommendation knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications Good communication, interpersonal relations and problem solving skills Knowledge of radiation control regulations and safety measures Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate Computer Literacy.

DUTIES

: Key Performance Areas: Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework. equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES

: Mrs D. Wood Tel No: (033) 897 3208

APPLICATIONS

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

FOR ATTENTION

: Mrs. M. Chandulal

NOTE

: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. GS 59/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE

: 30 August 2019

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.



- APPLICATIONS** : **Applications for Head Office should be addressed to:** The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building. Ground Floor, Office no 30.
Applications for Districts and Institutions should be directed to:
Capricorn: District Director, Private Bag X9709, Polokwane, 0700.
Sekhukhune: District Director, Private Bag X80, Lebowakgomo, 0737.
Vhembe: District Director, Private Bag X5040, Thohoyandou, 0950.
Waterberg: District Director, Private Bag X 1051, Modimolle, 0510.
Mopani: District Director, Private Bag X 9689, Giyanti, 0826.
Polokwane Welfare Complex: Head of Institution, Private Bag X 9513, Polokwane, 0700.
Applications for Director: Sekhukhune District, Director: Head of Institution: Polokwane Welfare Complex and Professional Nurse: Seshego Treatment Centre should be submitted at Head Office and applications for Sekutupu Old Age Home should be submitted at Capricorn District address.
- CLOSING DATE** : 30 August 2019 at 16h00
- NOTE** : All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Shortlisted applicants will be required to provide their original IDs on the day of the interviews for verification purposes. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please 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. The contents of this Circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za

MANAGEMENT ECHELON

- POST 29/173** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSD/2019/01 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (All-Inclusive Remuneration Package)
: Head Office, Polokwane
: An undergraduate qualification (NQF Level 07) or equivalent as recognized by SAQA. Experience in Corporate Services environment e.g Legal, HRM, HRD, Auxiliary Services, ICT, Records Management, General Admin and Management will be an added advantage. A minimum of five (05) years' experience at a senior managerial level. A valid driver's license (with the exception of persons with

disabilities). Core and Process Competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking.

DUTIES : Key Performance Areas: Provide leadership and high level strategic direction and policy in the Department. Guide and provide effective managerial and strategic co-ordination in Corporate Services. Overall management of the Human Resource Management and Development. Manage and give support on the Implementation and customization of national Legislation on Information Management and Technology. Devise and coordinate legal strategies to obtain maximum impact on the Department's service delivery. Provide leadership, strategy and advice on Security and Risk implications of management decisions. Manage and utilize resources in accordance with the relevant directive and legislation. Management of Auxiliary and Communication services.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/174 : **CHIEF FINANCIAL OFFICER REF NO: DSD/2019/02 (X1 POST)**

SALARY : R1 251 183 per annum (Level 14) (All-Inclusive Remuneration Package)
CENTRE : Head Office, Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 07) in Financial Management/Accounting as recognized by SAQA. Being Chartered Accountant will be an added advantage. A minimum of five (05) years' experience at a senior managerial level in Financial Management. A valid driver's license (with the exception of persons with disabilities). Core and Process competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking.

DUTIES : Provide leadership and strategic direction in the department. Coordinate and manage financial regulatory compliance and reporting. Manage and coordinate financial planning and monitoring services in the department. Provide supply chain management services. Provide physical facilities and maintenance in the department. Manage resources (Physical, Human and Financial).

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/175 : **DIRECTOR: HOD SUPPORT REF NO: DSD/2019/03 (X1 POST)**

SALARY : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE : Head Office, Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 07) as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Experience in interacting with policy makers and key players of the department. Exposure and experience in social development environment will be an added advantage. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking.

- DUTIES** : Provide guidance and leadership towards the realization of the strategic goals and objectives of the office of the HOD. Provide leadership and high level coordination of the workflow in the office of the HOD. Ensure and maintain good relations within the department and relevant stakeholders. Formulate and manage the executive and senior management fora. Coordinate social cluster activities, Exco-decisions, resolutions and follow-up with the relevant line functions. Consolidate reports. Manage and utilize human resource in accordance with relevant directives and legislation. Formulate and manage the component's budget against its strategic objectives.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/176** : **DIRECTOR: SUSTAINABLE LIVELIHOOD REF NO: DSD/2019/04 (X1 POST)**
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Good background in service delivery, turn around and management strategy. Ability to liaise with traditional structures. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.
- DUTIES** : Develop business plan in line with the strategic objectives of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social services. Ensure the provision and promotion of social lifestyles to the communities. Manage and ensure the provision of elderly services. Forge links and partnerships with formal and informal sectors. Manage and utilise resources in accordance with the relevant directive and legislation.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/177** : **DIRECTOR: YOUTH AND WOMEN DEVELOPMENT SERVICES REF NO: DSD/2019/05 (X1 POST)**
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 07) in Social Sciences or equivalent qualification as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. A valid driver's license (with the exception of persons with disabilities). Core and process competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.
- DUTIES** : Provide leadership and strategic direction in the sub-branch. Facilitate the implementation of youth and women development programmes. Facilitate the implementation of the skills development and job creation programmes. Facilitate capacity building, monitoring and evaluation of youth and women programmes. Formulate and manage the component's budget against its strategic objectives. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

- POST 29/178** : **DIRECTOR: RESTORATIVE SERVICES REF NO: DSD/2019/06 (X1 POST)**
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's license (with the exception of persons with disabilities). Core and process competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.
- DUTIES** : Develop and ensure the implementation of policies, strategic plan, norms and standards for victim empowerment, substance abuse and social crime prevention services. Manage the provision of victim empowerment programme services. Facilitate the establishment of centres to combat substance abuse. Develop and ensure effective co-ordination and execution of social crime prevention programmes. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/179** : **DIRECTOR: EARLY CHILDHOOD DEVELOPMENT & PARTIAL CARE, REF NO: DSD/2019/07 (1 POST)**
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Current registration with the South African Council for Social Service Professions (SACSSP). A valid driver's license (with the exception of persons with disabilities). Core and process competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. White paper for social welfare services. Older persons' Act no 13 of 2006. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.
- DUTIES** : Develop and ensure the implementation of policies, strategic plan, norms and standards for early childhood development and partial care. Ensure that early childhood development and partial care services are coordinated and provided. Manage and monitor early childhood development programmes. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/180** : **DISTRICT DIRECTOR REF NO: DSD/2019/08 (X1 POST)**
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE : Sekhukhune District
REQUIREMENTS : An undergraduate qualification (NQF Level 07) as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and

- customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.
- DUTIES** : Develop business plan in line with the strategic objectives of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social services. Manage integrated community development services at the district. Provide population and information development services at the district. Implement and monitor provision of developmental social welfare services at the district. Strengthen the technical capacity of NGO's to ensure effective implementation of the programmes. Provide financial support service in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for provision of integrated services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/181** : **DIRECTOR: HEAD OF INSTITUTION REF NO: DSD/2019/09 (X1 POST)**
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
- CENTRE** : Polokwane Welfare Complex
- REQUIREMENTS** : Qualifications and competencies: An undergraduate qualification (NQF Level 07) in Social Sciences as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. Current registration with the South African Council for Social Service Professions (SACSSP). A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, policy formulation and Analytic thinking.
- DUTIES** : Develop business plan in line with the strategic objectives of the department. Provide leadership and management at Polokwane Welfare Complex. Provide comprehensive children services according to Children's Act and Child Justice Act. Manage provision of social, emotional and psychological care services. Provide human resource management and development. Manage health care services. Manage resources (human, physical and financial). Overall management of administration at the Institution. Promote inter-sectoral and interdepartmental partnerships. Promote linkages between the facility, community and private sector. Oversee compliance with norms and standards in the child and youth care centre and shelters for victims of crime and violence. Monitor the implementation of programmes for children admitted in the centre. Ensure that statutory process in terms of admission and discharge of children are adhered to. Monitor the implementation of programmes for victims of domestic violence and crime in line with the appropriate legislative norms and standards.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

OTHER POSTS

- POST 29/182** : **SOCIAL WORK MANAGER: CHILDREN AND FAMILIES REF NO: DSD/2019/10 (X4 POSTS)**
- SALARY** : Grade 1: R794 889 per annum (All-Inclusive Remuneration Package)
- CENTRE** : Capricorn District (X1 Post)
Waterberg District (X1 Post)
Sekhukhune District (X1 Post)
Vhembe District (X1 Post)
- REQUIREMENTS** : A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social

worker with the South African Council for Social Service Professions. Current registration with the South African Council for Social Service Professions (SACSSP). A valid driver's license (with the exception of persons with disabilities). Knowledge and skills: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services.

DUTIES : Provide leadership and strategic direction and policy within the provision of child, family and crime prevention services. Facilitate and monitor capacity building on child care to ensuring proper management and implementation of the programmes. Promote and ensure implementation of the creative models and programmes to promote children services and family preservation. Facilitate the implementation of child care act and other related legislation. Perform all other administrative functions required in the unit.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/183 : **MANAGER: SOCIAL WORK POLICY: FOSTER CARE REF NO: DSD/2019/11 (X1 POST)**

SALARY : Grade 1: R794 889 per annum (All-Inclusive Remuneration Package)

CENTRE : Head Office

REQUIREMENTS : A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions of which five (05) years must be appropriate experience in social work policy development. Current registration with the South African Council for Social Service Professions (SACSSP). A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services.

DUTIES : Maintain foster care and adoption stakeholder structures. Monitor foster care and adoption placement processes and procedures. Keep up to date with the new developments in the social work filed. Capacitate social workers and social auxiliary workers on foster care processes. Capacitate social workers on adoption report writing. Monitor and study the social service legal and policy framework continuously.

ENQUIRIES : General enquiries about the advertised posts should be directed to: Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/184 : **MANAGER: COMMUNITY DEVELOPMENT POLICY REF NO: DSD/2019/12 (X2 POSTS)**

SALARY : Grade 1: R794 889 per annum (All-Inclusive Remuneration Package)

CENTRE : Head Office, Polokwane (X2 Posts)

REQUIREMENTS : A Bachelor's Degree in Developmental Studies/ Social Science (Community Development/Youth Development/Social Work/Early Childhood Development/Population and Development/Research/Psychology/Public Management/Sociology/Counselling/Humanities/Social Dynamics) as recognized by SAQA. A minimum of eight (08) years' recognizable experience in community development after obtaining the required qualification. A valid driver's license (with the exception of persons with disabilities). Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.

DUTIES : key performance areas: Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Profiling of poor households to inform the development and implementation of

- appropriate interventions. Coordinate and implement integrated social development policies and strategies that facilitate the empowerment and development of the youth. Develop skills and partnerships with formal and informal sectors. Manage physical, financial and human resources.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/185** : **MANAGER: COMMUNITY DEVELOPMENT REF NO: DSD/2019/13 (X3 POSTS)**
- SALARY CENTRE** : Grade 1: R794 889 per annum (All-Inclusive Remuneration Package)
: Capricorn (X1 Post)
: Waterberg (X1 Post)
: Sekhukhune (X1 Post)
- REQUIREMENTS** : A Bachelor's degree (NQF Level 6) in Developmental Studies/ Social Sciences (Community Development/Youth Development/Social Work/Early Childhood Development/Population and Development/Research/Psychology/Public Management/Sociology/Counselling/Humanities/Social Dynamics) as recognized by SAQA. A minimum of eight (08) years' recognizable experience in community development after obtaining the required qualification. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.
- DUTIES** : Develop the business plan in line with the strategic objectives of the department. Manage and coordinate activities of community development. Manage and monitor activities of service providers. Manage sustainable livelihood information. Promote inter-sectoral collaboration to ensure integrated services. Formulate and manage the component's budget against its strategic objectives. Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Manage physical, financial and human resources.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/186** : **DEPUTY DIRECTOR: ASSURANCE SERVICES REF NO: DSD/2019/14 (X1 POST)**
- SALARY CENTRE** : R733 257 per annum (Level 11) (all-inclusive remuneration package)
: Head Office, Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Internal Audit will be an added advantage. 3 – 5 years' appropriate experience in the related field of which three (03) years must be at junior management level. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.
- DUTIES** : Provide leadership and strategic direction in the sub-branch. Coordinate sectional and the work of governance structures. Facilitate assurance services. Coordinate system control functions. Coordinate fraud prevention strategies and loss control. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/187** : **DEPUTY DIRECTOR: RISK MANAGEMENT SUPPORT REF NO: DSD/2019/15 (X1 POST)**
- SALARY CENTRE** : R733 257 per annum (Level 11) (all-inclusive remuneration package)
: Head Office, Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Finance/ Accounting/ Internal Auditing/ Public Administration/ Risk Management will be an added advantage. 3 – 5 years'

		appropriate experience in the related field of which three (03) years must be at junior management level. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills.
<u>DUTIES</u>	:	Monitor the implementation of the response strategies. Reporting risk intelligence to the chief risk officer. Facilitate risk identification and assessment. Coordinate whistle blowing centre management. Facilitate support on cases investigated by the anti-fraud and ant-corruption. Formulate and manage the component's budget. Manage and utilise human resource in accordance with the relevant directives and legislation. Manage financial, administrative and related functions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
<u>POST 29/188</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD/2019/16 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (all-inclusive remuneration package) Sekhukhune District An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Administration/ Management will be an added advantage. 3 – 5 years' appropriate experience in the related field of which three (03) years must be at junior management level. Knowledge of one or more of the following will be an added advantage: Human Resource Management/ Development, Fleet Management, Labour Relations and project Management. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. Persal literacy.
<u>DUTIES</u>	:	Develop the business plan in line with the strategic objectives of the District Corporate Services. Manage and coordinate Human Resource Management processes. Manage and coordinate Human Resource Development and Planning processes. Manage and coordinate Labour Relations. Manage and ensure effective and efficient logistical services. Formulate and manage the component's budget. Manage and utilise human resource in accordance with the relevant directives and legislation. Manage financial, administrative and related functions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
<u>POST 29/189</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY REF NO: DSD/2019/17 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (All-Inclusive Remuneration Package) Head Office, Polokwane An Undergraduate Qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Computer Science, Information Science or Information Technology will be an added advantage. 3 – 5 years' appropriate experience in related field of which three (03) years must be at junior management level. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Knowledge and understanding of procurement procedures, standards, regulations and tender procedures, governance of ICT policy framework.
<u>DUTIES</u>	:	Develop the business plan in line with the strategic objectives of the department. Drive innovation and use of information technology. Manage and implement national legislation on Information Technology. Manage the development, upgrading, maintenance and updating of IT systems and network. Develop partnerships and network with relevant stakeholders. Manage resources (physical, human and financial). Manage, monitor and advise on the appropriate information technology infrastructure. Ensure delivery of all IT services through the management of service level agreements with the outsourced service partners.

- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/190** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: YOUTH AND WOMEN DEVELOPMENT REF NO: DSD/2019/18 (X3 POSTS)**
- SALARY CENTRE** : Grade 1: R486 735 per annum
: Sekhukhune District (X1 Post)
: Capricorn District (X1 Post)
: Vhembe District (X1 Post)
- REQUIREMENTS** : A Bachelor's degree (NQF Level 6) in Developmental Studies/ Social Sciences (Community Development/Youth Development/Social Work/Early Childhood Development/Population and Development/Research/Psychology/Public Management/Sociology/Counselling/Humanities/Social Dynamics) as recognized by SAQA. A minimum of eight (08) years' experience in Community Development after obtaining the required qualification. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
- DUTIES** : Coordinate and develop youth empowerment programmes. Provide outreach programmes for youth. Management of youth and women NPO's. Development of policies and strategies for youth and women empowerment. Conduct advanced and specialized assessment aimed at identifying condition and justify relevant intervention. Support lower level employees. Perform all the administrative functions required of the job.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/191** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: POVERTY ALLEVIATION AND SUSTAINABLE LIVELIHOOD REF NO: DSD/2019/19**
- SALARY CENTRE** : Grade 1: R486 735 per annum
: Mopani District (X1 Post)
- REQUIREMENTS** : A Bachelor's degree (NQF Level 6) in Developmental Studies/ Social Sciences (Community Development/Youth Development/Social Work/Early Childhood Development/Population and Development/Research/Psychology/Public Management/Sociology/Counselling/Humanities/Social Dynamics) as recognized by SAQA. A minimum of eight (08) years' recognizable experience in Community Development after obtaining the required qualification. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
- DUTIES** : Assist in facilitating the establishment, monitoring and evaluation of poverty alleviation projects. Promote and maintain inter-sectoral collaboration in service delivery. Assess and recommend identified poverty alleviation projects. Develop and maintain database for poverty alleviation programme. Collate district information and compile reports required by management and other relevant stakeholders. Facilitate capacity building of project members and officers. Implement relevant provincial and national policies. Support lower level employees. Perform all the administrative functions required of the job.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/192 : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: NPO CAPACITY BUILDING REF NO: DSD/2019/20 (X1 POST)**

SALARY : Grade 1: R486 735 per annum
CENTRE : Waterberg District
REQUIREMENTS : A Bachelor's degree (NQF Level 6) in developmental studies/ social sciences (Community Development/Youth Development/Social Work/Early Childhood Development/Population and Development/Research/Psychology/Public Management/Sociology/Counselling/Humanities/Social Dynamics) as recognized by SAQA. A minimum of eight (08) years' experience in Community Development after obtaining the required qualification. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.

DUTIES : Develop business plan in line with the strategic objectives of the department. Coordinate the implementation of EPWP services in the social sector departments. Develop training programmes and capacitate staff, NGO's and Home Community Based Organisations and Early Childhood Development centres. Facilitate inter-sectoral collaboration to ensure that the department contributes to integrate service delivery. Support lower level employees. Perform all the administrative functions required of the job.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/193 : **SOCIAL WORK SUPERVISOR REF NO: DSD/2019/21 (X6 POSTS)**

SALARY : Grade 1: R384 228 per annum
CENTRE : Capricorn District:
Buffelshoek (X1 Post)
Botlokwa (X1 Post)
Mopani District Lulekani (X1 Post)
Maruleng One Stop Centre (X1 Post)
Vhembe District Thohoyandou One Stop Centre (X1 Post)
Tshitale One Stop Centre (X1 Post)

REQUIREMENTS : A Bachelor's degree in Social Work. A minimum experience of seven (07) years in social work after registration with the SACSSP. Current registration with the South African Council for Social Service Professions (SACSSP). A valid driver's licence. Knowledge and skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.

DUTIES : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions (SACSSP) projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/194 : **ASSISTANT DIRECTOR: SUPPLY CHAIN COMPLIANCE REF NO: DSD/2019/22**

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office, Polokwane (X1 Post)

- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent qualification as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. 2 – 3 years' appropriate experience in related fields of which two (02) years must be at supervisory level. A valid driver's license (with the exception of persons with disabilities). Knowledge and skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Exercise effective and efficient overall monitoring and control of supply chain management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous reporting on supply chain management information and performance. Manage and provide advice to project managers in reporting on the performance of contracted service providers. Manage contract register for all awarded contracts. Provide advice on extensions/ expansions and variations of orders/ contracts. Develop and train supply chain practitioners and bid committees. Attend to queries related to contracted service providers and facilitate in resolving such queries.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/195** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD/2019/23 (X4 POSTS)**
- SALARY CENTRE** : R376 596 per annum (Level 09)
: Mopani (X1 Post)
: Vhembe (X1 Post)
: Sekhukhune (X1 Post)
: Capricorn (X1 Post)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. 2 – 3 years' appropriate experience in related fields of which two (02) years must be at supervisory level. A valid driver's license (with the exception of persons with disabilities). Knowledge and skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Assist in developing the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective asset management. Provide purchasing and stores management. Provide transport management services within the institution. Provide logistical support services. Manage and utilise human resource in accordance with relevant directives and legislation.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/196** : **ASSISTANT DIRECTOR: OFFICE MANAGEMENT: HOD SUPPORT REF NO: DSD/2019/24**
- SALARY CENTRE** : R376 596 per annum (Level 09)
: Head Office, Polokwane (X1 Post)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Public Management/ Public Administration/ Office Administration/ Office Management will be an added advantage. 2 – 3 years' appropriate experience in Office Management/ Administration or secretarial duties. A valid driver's license (with the exception of persons with disabilities). Knowledge and skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Manage the office of the Head of Department. Establish and maintain highly effective working relationships with directorates. Coordinate reports from different directorates in the department. Assist the Head of Department with tracking and monitoring tasks. Effectively manage the HOD's diary. Prepare documents, briefings and reports for the HOD when attending meetings. Information management and development of an appropriate filing system for the HOD.

- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/197** : **ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT SERVICES REF NO: DSD/2019/25**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Waterberg District (X1 Post)
REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting/ Auditing/ Risk Management will be an added advantage. 2 – 3 years' appropriate experience in Risk and Security Management environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Provide and coordinate risk management support services. Facilitate security management services. Conduct risk assessment to identify, describe and analyse the enterprise risks within the department. Coordinate and facilitate the development of risk profile and risk management plans, monitor the implementation thereof and produce reports. Investigate reported cases. Conduct compliance inspections. Ensure good management of anti-fraud and corruption. Monitor the implementation of policies, strategies, procedures and identify best practices relating to risk management. Provide risk management advisory services and participate in relevant internal and external structures. Coordinate and monitor the implementation of security services throughout the institution. Conduct security awareness campaigns and training programmes.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/198** : **ASSISTANT DIRECTOR: LABOUR RELATIONS SERVICES REF NO: DSD/2019/26 (X4 POSTS)**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Waterberg (X1 Post)
 Capricorn (X1 Post)
 Vhembe (X1 Post)
 Mopani (X1 Post)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in LLB/ HRM/ Management/ Labour Relations will be an added advantage. 2 - 3 years' appropriate experience in Labour Relations environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Coordinate remedial and preventative actions on labour unrest. Facilitate labour dispute resolutions. Conduct investigations on misconduct cases and grievances.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/199** : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: DSD/2019/27 (X2 POSTS)**
- SALARY** : Grade 1: R363 801 per annum
CENTRE : Sekhukhune District Luckau (X1 Post)
 Atok (X1 Post)
- REQUIREMENTS** : Minimum: An undergraduate qualification at NQF Level 6 (Community Development/ Youth Development/ Social Work/ Early Childhood Development/ Population and Development/ Research/ Psychology/ Public Management/ Sociology/ Counselling/ Humanities/ Social Dynamics) as recognized by SAQA. National Certificate in Community Development will be an added advantage. A minimum of seven (07) years recognisable experience in community development. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report

- Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.
- DUTIES** : Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/200** : **SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT REF NO: DSD/2019/28 (X3 POSTS)**
- SALARY CENTRE** : R316 791 per annum (Level 08)
: Sekhukhune District (X1 Post)
: Capricorn District (X1 Post)
: Waterberg District (X1 Post)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Human Resource Management/ Development will be an added advantage. Appropriate experience in Human Resource Management or Performance Management and Development environment. Personal literacy. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Coordinate submission of performance agreements and reviews. Capturing of performance management and development system information on Persal. Capturing of performance bonus and pay progressions. Coordinate PMDS workshops and briefing sessions. Compile monthly and quarterly PMDS reviews. Conduct quality assurance on received PMDS reviews. Coordinate meetings of the PMDS committees. Facilitate the capturing and confirmation of probationary appointment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/201** : **SENIOR PROVISIONING ADMIN OFFICER: PURCHASING AND STORES MANAGEMENT REF NO: DSD/2019/29 (X5 POSTS)**
- SALARY CENTRE** : R316 791 per annum (Level 08)
: Waterberg District (X1 Post)
: Capricorn District (X1 Post)
: Vhembe District (X1 Post)
: Mopani District (X1 Post)
: Sekhukhune District (X1 Post)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. Appropriate experience in Supply Chain Management environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Monitor and manage stock records. Prepare monthly inventory reports. Compile and customize bid documents. Monitor and maintain suppliers' database of the department. Compile monthly procurement reports. Ensure that all vendor entities are captured and authorised. Purchasing of goods and services that meet user's requirements. Ensure that stock taking is planned and done appropriately on time.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

<u>POST 29/202</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DSD/2019/30 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Polokwane Welfare Complex An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting will be an added advantage. Appropriate experience in Financial Management environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
<u>DUTIES</u>	:	Capturing and safekeeping of virement forms. Capture budget. Assist in revenue management. Supervise staff. Provide support to line managers. Assist with the clearing of ledger accounts. Ensure payments adhere to legislation.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
<u>POST 29/203</u>	:	<u>SENIOR ADMIN OFFICER: RISK MANAGEMENT SERVICES REF NO: DSD/2019/31 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Capricorn District An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting/ Auditing/ Risk Management will be an added advantage. Appropriate experience in Risk Management environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
<u>DUTIES</u>	:	Provide and coordinate risk management support services. Conduct risk assessment to identify, describe and analyse the enterprise risks within the department. Coordinate and facilitate the development of risk profile and risk management plans, monitor the implementation thereof and produce reports. Investigate reported cases. Conduct compliance inspections. Ensure good management of anti-fraud and corruption. Provide risk management advisory services and participate in relevant internal and external structures. Coordinate and monitor the implementation of risk services throughout the institution.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
<u>POST 29/204</u>	:	<u>SENIOR ADMIN OFFICER: SECURITY MANAGEMENT SERVICES REF NO: DSD/2019/32 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Capricorn District An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Accounting/ Auditing/ Risk Management will be an added advantage. Appropriate experience in Security Management environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
<u>DUTIES</u>	:	Provide and coordinate security management support services. Facilitate security management services. Conduct compliance inspections. Ensure good management of anti-fraud and corruption. Provide security management advisory services and participate in relevant internal and external structures. Coordinate and monitor the implementation of security services throughout the institution. Conduct security awareness campaigns and training programmes.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/205 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PRACTICE AND ADMINISTRATION REF NO: DSD/2019/33 (X1 POST)**

SALARY : R316 791 per annum (Level 08)

CENTRE : Vhembe District

REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Human Resource Management/ Public Admin/ Management/ will be an added advantage. Appropriate experience in Human Resource Management environment. Persal literacy. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES : Handle employee's benefits and allowances. Coordinate the management and implementation of remunerative work outside the public services. Handle compensation of occupational injuries and diseases. Handle state guarantees and housing allowance matters. Handle leave of absence and policy on incapacity and ill health retirement. Handle recruitment and selection. Approve persal transactions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/206 : **SOCIAL WORKER REF NO: DSD/2019/37 (X4 POSTS)**

SALARY : Grade 1: R257 592 per annum

CENTRE : Capricorn District: Mashashane (X1), Mopani District: Namakgale One Stop Centre (X1), Matswi (X1), Sekhukhune District: Fetakgomo (X1)

REQUIREMENTS : An appropriate Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.

DUTIES : Render an advanced and specialized social work services with regard to care, protection and development of vulnerable individuals, groups, families and communities. Conduct advanced and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Support lower level employees. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/207 : **PERSONNEL PRACTITIONER: HUMAN RESOURCE PRACTICE AND ADMINISTRATION REF NO: DSD/2019/34 (X1 POST)**

SALARY : R257 508 per annum (Level 07)

CENTRE : Waterberg District

REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Human Resource Management/ Public Admin/ Management/ will be an added advantage. Appropriate experience in Human Resource Management environment. Persal literacy. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES : Handle employee's benefits and allowances. Coordinate the management and implementation of remunerative work outside the public services. Handle compensation of occupational injuries and diseases. Handle state guarantees and

- housing allowance matters. Handle leave of absence and policy on incapacity and ill health retirement. Handle recruitment and selection.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/208** : **PROVISIONING ADMIN OFFICER: STORES MANAGEMENT REF NO: DSD/2019/35 (X1 POST)**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Waterberg District
REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. Appropriate experience in Supply Chain Management environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Administer flow of orders as well as ensuring that all orders are invoiced. Receiving and processing of requisitions. Monitor and manage stock records. Prepare monthly inventory reports. Compile and customize bid documents. Monitor and maintain suppliers' database of the department. Compile monthly procurement reports. Ensure that all vendor entities are captured and authorised. Purchasing of goods and services that meet user's requirements. Ensure that stock taking is planned and done appropriately on time.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/209** : **PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DSD/2019/36 (X2 POSTS)**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Waterberg District (X1 Post)
 Head Office (X1 Post)
REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/ Business Management/ Supply Chain Management will be an added advantage. Appropriate experience in Supply Chain Management environment. A valid driver's license (with the exception of persons with disabilities). Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
- DUTIES** : Maintain sound procurement systems in compliance with government legislation. Critical analysis of specifications to verify correctness in relation to supply chain management standards. Compile and customize bid documents. Monitor and maintain supplier's database of the department. Compile monthly procurement reports. Render secretariat services to bid adjudication committee.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426
- POST 29/210** : **PROFESSIONAL NURSE REF NO: DSD/2019/38 (X1 POST)**
- SALARY** : Grade 1: R256 905 per annum
CENTRE : Seshego Treatment Centre
REQUIREMENTS : Basic R425 qualification i.e Diploma/ Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. Knowledge and Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHS Act, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy.
- DUTIES** : Provide direction and supervision for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance

with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Working in partnership with a diverse range of clients with addiction problems, their families and to promote recovery and well-being. Patient transfer to other health facilities. Participate in the treatment program. Assessment and management of risk physical health screening for co-existing physical health problems including blood borne diseases and nursing interventions. Participate in comprehensive assessments, treatment planning, evidence-based interventions (inclusive of risk assessment and management) and discharge planning for clients with complex addiction problems. Conduct outreach.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/211 : **PERSONNEL OFFICER REF NO: DSD/2019/39 (X1 POST)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Grade 12/ NQF Level 04 or equivalent qualification as recognized by SAQA. Bachelor's degree or equivalent qualification in Human Resource Management will be an added advantage. Appropriate working experience in Human Resource Management field. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. Knowledge of Persal.

DUTIES : Render recruitment and selection services. Render conditions of service and benefits. Implement the Performance Management and Development System. Assist and give support to line functions on human resource management issues.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/212 : **ACCOUNTING CLERK REF NO: DSD/2019/40 (X1 POST)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Mopani District
REQUIREMENTS : Grade 12/ NQF Level 04 or equivalent qualification as recognized by SAQA. Bachelor's degree or equivalent qualification in Financial Management will be an added advantage. Appropriate working experience in Finance. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES : Assist with the clearing of ledger accounts. Verification of all requests for payments received for allocation of codes and supporting documentation. Capture payments on BAS system. Ensure payments adhere to legislation. Perform monthly reconciliation of accounts to ensure that all invoices are paid on time.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/213 : **STAFF NURSE REF NO: DSD/2019/41 (X1 POST)**

SALARY : Grade 1: R171 381 per annum
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC). Certificate for enrolled nurse. Knowledge and Skills: Computer Literacy. Report writing skills. Basic nursing skills. Knowledge of legal framework governing the public service. Knowledge of laws governing the profession.

DUTIES : Implement nursing care with the scope of practice for enrolled nurses. Report writing and updating client register. Filing of records.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/214 : **FOREMAN CLEANER REF NO: DSD/2019/42 (X1 POST)**

SALARY : R122 595 per annum (Level 03)

CENTRE REQUIREMENTS : Vhembe District
: Grade 12/ NQF Level 04 or equivalent qualification. Ability to read and write. Experience in Public Service cleaning environment. Knowledge and Skills: Good communication skills. Interpersonal skills. Report writing skills.

DUTIES : Responsible for general hygienic and safe environment. Safe and effective use of cleaning material and other resources including the safekeeping thereof. Give support and supervision to Cleaners. Assist Cleaners in maintaining hygienic and safe environment by adhering to all cleaning procedures. Reporting of faulty equipment.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/215 : **HOUSE KEEPING SUPERVISOR REF NO: DSD/2019/43 (X1 POST)**

SALARY : R122 595 per annum (Level 03)
CENTRE : Sekutupu Old Age Home
REQUIREMENTS : Grade 12/ NQF Level 04 or equivalent qualification. Ability to read and write. Experience in Public Service housekeeping environment. Knowledge and Skills: Good communication skills. Interpersonal skills. Report writing skills.

DUTIES : Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources including the safekeeping thereof. Give support and supervision to Household Aids. Assist Household Aids in maintaining hygienic and safe environment by adhering to all cleaning procedures.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/216 : **GROUNDSMAN REF NO: DSD/2019/44 (X1 POST)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Vhembe District
REQUIREMENTS : AET/ ABET Level 2-4/ Junior Certificate/ STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Knowledge of gardening equipment.

DUTIES : Render gardening services. Use and keep all the gardening material properly. Requisition of gardening materials. Maintenance of trees, shrubs, flowers and grass in the gardens. Removing of refuse.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

POST 29/217 : **CLEANER REF NO: DSD/2019/45 (X7 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Vhembe District: Thohoyandou Child & Youth Care Centre (X1), Tshipise One Stop Centre (X1), Malamulele One Stop Centre (X1)
Capricorn District: Lebowakgomo (X1), Buffelshoek (X1), Mopani District – Dr Cn Phatudi (X1), Greater Giyani (X1)

REQUIREMENTS : AET/ ABET Level 2-4/ Junior Certificate/ Std 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Knowledge of cleaning equipment.

DUTIES : Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Remove refuse on daily basis.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4407/4315/4426

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

CLOSING DATE : 30 August 2019

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

OTHER POSTS

POST 29/218 : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: MPDOH/AUG/19/01**
Directorate: Clinical Services (Mental Health Programme)

SALARY : Grade 1: R821 205 – R884 670 per annum. (All inclusive Salary Package – OSD requirements)
Grade 2: R938 964 – R1 026 693 per annum. (All inclusive Salary Package – OSD requirements)
Grade 3: R1 089 693 – R1 362 366 per annum. (All inclusive Salary Package – OSD requirements)
(this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% rural allowance and Commuted Overtime which is determined by the service delivery needs of the Department.

CENTRE REQUIREMENTS : Lydenburg Hospital
Tertiary qualification in the Health Science (MBCHB), current registration with the Health Professions Council of South Africa as Medical Practitioner. **Grade 1:** No post community services experience, **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner and a proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound skills in Mental Health programme, neonatal resuscitation and Obstetrics. Knowledge of Acts, policies and regulations of the Department of Health and a concern for excellence.

DUTIES : Provision of quality patient care for all patients. Examine, investigate, diagnose, treat patients and provide sound medical records at all times. Provision of safe anaesthesia and surgical procedures. Manage transfer /referral of appropriate patients to higher level facility. Be rotated through different clinical units of the hospital according to the hospital needs. Provision of after hour services to care for emergency cases in a form of commuted overtime. Supervision and training of Clinical Associates and Community Services doctors. Observe and comply with the departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/219 : **MEDICAL OFFICER GRADE 1 -3 REF NO: MPDOH/AUG/19/02 (X8 POSTS)**

SALARY : Grade 1: R821 205 - R1362 366 per annum (all inclusive salary packages OSD). (this inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% rural allowance and Commuted Overtime which is determined by the service delivery needs of the Department.

CENTRE : Rob Ferreira Hospital

REQUIREMENTS : Grade 12 plus appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner (Independent Practice). Proof of current registration. A valid work permit will be required from non-South African. Sound knowledge of medical ethics. Multidisciplinary management and team work. **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 council and/or the HPCSA as a Medical Practitioner (independent Practice) for foreign qualified employees. **Grade 2:** A minimum of 5 years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of 6 years relevant experience after registration with a recognised foreign health professions council and/or the HPCSA as a Medical Practitioner (independent Practice) for foreign qualified employees. **Grade 3:** A minimum of 10 years' experience after registration with the HPCSA as Medical Practitioner. A minimum of 11 year relevant experience after registration with a recognised foreign health professions council and/or the HPCSA as a Medical Practitioner (independent Practice) for foreign qualified employees.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/220 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/AUG/19/03 (X2 POSTS)**

SALARY : R821 205 – R884 670 per annum (OSD Benefits) (All inclusive salary packages), (this inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% rural allowance and

		Commuted Overtime which is determined by the service delivery needs of the Department.
<u>CENTRE REQUIREMENTS</u>	:	Impungwe hospital
	:	MBCHB degree with a recognized University. A post – graduate medical qualification will be an added advantage. An appropriate qualification that allow registration with HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work permit will be required from Non - South Africans. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from South African Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service Regulations and Policies.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after - hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and /or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by HoD. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functions. Conducting operations (a) eliminate cases on amputations /Appendectomy/ Explorectomy / Herniorrhaphy /Lumpectomy/ (b) Acute Abdomen, Perforated ulcer, Management of trauma patients, Chest Trauma and blunt abdominal trauma. Receiving referrals from Level 1 hospital.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Matheba Tel No: (013) 658 1070
	:	The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
<u>FOR ATTENTION</u>	:	Ms. S Matheba
<u>POST 29/221</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: MPDOH/AUG/19/04</u> Directorate: Clinical Services (Anaesthesia)
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum. (All inclusive Salary Package – OSD requirements) Grade 2: R938 964 – R1 026 693 per annum. (All inclusive Salary Package – OSD requirements) Grade 3: R1 089 693 – R1 362 366 per annum. (All inclusive Salary Package – OSD requirements) (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% rural allowance and Commuted Overtime which is determined by the service delivery needs of the Department.
<u>CENTRE REQUIREMENTS</u>	:	Lydenburg Hospital
	:	Tertiary qualification in the Health Science (MBCHB), current registration with the Health Professions Council of South Africa as Medical Practitioner. Grade 1: No post community services experience, Grade 2: A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical practitioner and a proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound skills in neonatal resuscitation, Obstetrics and Mental Health. The following will be an added advantage: Diploma in Anaesthesia (DA) and Advanced Trauma Life Support (ATLS), Knowledge of Acts, policies and regulations of the Department of Health and a concern for excellence.
<u>DUTIES</u>	:	Provision of quality patient care for all patients. Examine, investigate, diagnose, and treat patients and provide sound medical records at all times. Provision of safe anaesthesia and surgical procedures. Manage transfer /referral of appropriate patients to higher level facility. Be rotated through different clinical units of the hospital according to the hospital needs. Provision of after hour services to care for emergency cases in a form of commuted overtime. Supervision and training of

Clinical Associates and Community Services doctors. Observe and comply with the departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/222 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/AUG/19/05 (X2 POSTS)**

SALARY : R821 205 – R884 670 per annum (All inclusive salary packages), (this inclusive package consists of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% rural allowance and Commuted Overtime which is determined by the service delivery needs of the Department.

CENTRE : Amajuba Memorial Hospital & Elsie Ballot Hospital

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualification Authority (SAQA) or any other regulating bodies. No experience required. One year experience relevant experience after registration as a Medical Practitioner with recognized foreign Health Professions Council in respect of foreign qualified employees of whom it is not required to perform community service, as required in South Africa.

DUTIES : Provide Clinic care. Manage resources, including human resources. Co-ordinate and supervise the teaching of Community Service and junior doctors in the unit. Organize and participate on OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plan in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 29/223 : **DENTIST GRADE 1 REF NO: MPDOH/AUG/19/06**

SALARY : R797 109 – R884 670 per annum (All inclusive Salary Package – OSD requirements)

CENTRE : Amajuba Memorial Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as Dentist. Current Registration with HPCSA, Matric certificate. Completion of one (1) year Community Service. Excellent written and verbal communication skills. A valid driver's license. Experience none after registration with HPCSA as Dentist.

DUTIES : Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes. The doctor also need to understand the use of dental equipment and know how to supervise hygienists, assistants, technicians and receptionists.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 29/224 : **DENTIST GRADE 1 REF NO: MPDOH/AUG/19/07**

SALARY : R797 109 – R884 670 per annum (All inclusive Salary Package – OSD requirements)

CENTRE : Rob Ferreira Hospital

REQUIREMENTS : Registration as Dentist with the Health Professions Council of South Africa (HPCSA). Experience: Dentist Grade 1: Registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified

employees. One-year relevant experience after registration as Dentist with recognized a 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. Registration with the HPCSA as Dentist. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's license.

DUTIES : 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, PDMS.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 29/225 : **CLINICAL PSYCHOLOGIST 1 REF NO: MPDOH/AUG/19/08**
Directorate: Clinical Service

SALARY : Grade 1: R713 361 – R784 275 per annum
Grade 2: R832 398 – R923 847 per annum

CENTRE : Lydenburg Hospital

REQUIREMENTS : Appropriate Tertiary qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. **Grade 1:** No post community services experience required. **Grade 2:** A minimum of 8 years appropriate experience as Clinical Psychologist after registration with the HPCSA as Clinical Psychologist and a proof of working experience endorsed by Human Resource Department.

DUTIES : Provide assessment and psychotherapy mental health interventions, to in- and out-patients, Provide consultation-liaison, Keep accurate records and provide outreach services to the Clinics.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/226 : **PHARMACIST GRADE 1-3 REF NO: MPDOH/AUG/19/09**

SALARY : R693 372 – R871 590 per annum (All-inclusive package)

CENTRE : Rob Ferreira Hospital

REQUIREMENTS : **Grade 1:** Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. RSA. **Grade 1:** No experience required after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: 1 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees. **Grade 2:** A minimum of 5 years relevant experience after registration as Pharmacist with SAPC. Foreigners: A minimum of 6 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees. **Grade 3:** A minimum of 13 years relevant experience after registration as Pharmacist with SAPC. Foreigners: A minimum of 14 year relevant experience after registration as

		Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees
<u>DUTIES</u>	:	Manage quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and National Drug Policy. Accept managerial responsibility and accountability of drug supply management. Provide medical information to health professionals and engage in patient education and counselling. Maintain necessary records and statistics and ensure effective pharmaceutical care. Manage stock control. See that Batho-Pele Principles are implemented in workplace environment. Supervising junior pharmacist's e.g, interns and community service pharmacists as well as pharmacist Assistants. Mentor undergraduate students like pharmacist Assistant learners. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balance after every issue and quarterly as per the prescription of the law. Supervise pharmacist assistant on dispensing activities.
<u>ENQUIRIES</u>	:	Mr. I Zitha Tel No: (013) 755 5100
<u>APPLICATIONS</u>	:	The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms. Innocent Mthombeni Tel No: (013) 7555 100
<u>POST 29/227</u>	:	<u>OPERATIONAL MANAGERS: PN-B3 REF NO: MPDOH/AUG/19/10</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum (OSD requirements depending on the years of experience)
<u>CENTRES</u>	:	Ehlanzeni District: Sandrivier Clinic
<u>REQUIREMENTS</u>	:	Basic R425 Qualification i.e. A Diploma/ Degree in Nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. 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/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. 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 policies and practices. Must have the following skills: Good interpersonal skill, Planning and organizational skills. Good written and communication skills, Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory duties in line with the PHC Supervision policy guideline. Ensure clinical nursing practice by the nursing team in the facility 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 in accordance to the PHC Service delivery Package. Ensure 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. I Zitha Tel No: (013) 755 5100
<u>APPLICATIONS</u>	:	The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms. Innocent Mthombeni Tel No: (013) 7555 100
<u>POST 29/228</u>	:	<u>OPERATIONAL MANAGER: PNB3 (SPECIALTY) REF NO: MPDOH/AUG/19/12 (X2 POSTS)</u>
<u>SALARY</u>	:	R562 800 – R633 433 per annum (OSD), plus Benefit: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement
<u>CENTRE</u>	:	Diepdale Clinic, Stanwest Clinic
<u>REQUIREMENTS</u>	:	Degree / National Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwifery. Proof of registration with SANC as Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least

one (01) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of nine (09) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing of which at least five (5) years must be appropriate experience after obtaining the one (01) year post basic qualification in Primary Health Care. Current SANC receipt (2019). Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Nursing Administration. Valid driver's license. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human recourse management. Ability to formulate vision, mission and objectives 112 of the unit. Communication skills and decision-making. Ability to provide mentoring and coaching to her / his supervisees. Leadership and supervisory skills.

DUTIES : Supervision of all Primary Health Care services within the institution. Provision of quality comprehensive community health care. Analyze the operational imperatives set in the National PHC package of services, national health norms and standards, provincial strategic and annual plans, policies and guidelines. Monitor PHC outputs and services on a monthly basis to review performance and provide feedback to PHC units, facilities and their management, as well as sub-district, hospital and district management. Evaluate PHC services in terms of standards outcomes and impact indicators by analysis of data. Facilitate and ensure an integrated and inter sectoral approach in planning and implementation at all facilities, units and teams to provide comprehensive PHC approach to community, family interventions and PHC clinic services. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Contribute to the realization of ideal clinic (ICRM) status. Implement and monitor staff performance in terms of EPMDs. Advocate for resources at management level and have input into the budget for PHC in the service area. Ensure effective, efficient and economical use of allocated resources.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 29/229 : **FACILITY MANAGER: FORENSIC HEALTH SERVICES REF NO: MPDOH/AUG/19/28**

SALARY : R470 040 per annum (Level 10) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE : Themba Forensic Pathology Facility, KaBokweni
REQUIREMENTS : Matric Senior Certificate / Grade 12 Certificate plus an appropriate recognized relevant Degree or Diploma. At least 7 years' management experience. Valid driver's license. Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written and verbal communication skills.

DUTIES : Render support to the District Coordinator. Execute the management function of the Medico – Legal Laboratory in order to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health

and safety measures according to the OHS Act and related regulations. Ensure continued support to the Forensic Pathologist or Medical Doctor. Assist with post mortem where necessary. Attend at court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics and other relevant data as per prescripts.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/230 : **CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: MPDOH/AUG/19/13**

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : Ermelo Hospital
REQUIREMENTS : Grade 12 or (senior certificate). Diploma /Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing+ midwifery. Current registration with SANC (2018 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required: strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instill a culture of service delivery in all service areas within the district, monitor quality assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that quality assurance committees are established: that these have quality improvement projects and that significant change is recognized and rewarded. Identify best practice and implement these to continuously advance quality assurance in the district. Interact with university and COHSASA role players to enhance the quality assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify facilitate and co-ordinate all quality improvement plans. Ensure implementation of National core standard and provincial initiatives (patients Right Charter, Batho Pele programmers etc.). Ensure that all facilities conduct patients Experience of Care and waiting time's surveys. Ensure planning, Co-ordination implementation, monitoring and evaluation of the quality assurance programmers within the district, Co-ordinate all aspects of National Core Standards. Programmer including assessments and activities to achieve National Core Standards accreditation.co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and submit monthly quarterly and annual reports. Conduct District assurance meetings provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complains and various other related committees to improve quality. Ensure all facilities conduct patient Experience of care and waiting times surveys Co-ordinate Batho Pele and good governance programmers.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION : Mr. M A Dhladhla

POST 29/231 : **PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/AUG/19/14**

SALARY : R383 226 – R444 76 per annum. Rural allowances 8% (salary determination depending on experience in terms of relevant OSD)

CENTRE : Paulina Morapedi CHC

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425(i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Primary Health Care.

DUTIES : Provide comprehensive health care services in the Primary Health facility. Ensure effective and efficient management of resources. Provide quality patient care, 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. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 29/232 : **PROFESSIONAL NURSE – PHC (P-NB 1) REF NO: MPDOH/AUG/19/15**

SALARY : R383 226 – R444 276 per annum

CENTRE : Siyabuswa CHC; Marapyane CHC; Waterval CHC; and Ga-Maria Clinic

REQUIREMENTS : Basic R425 qualification (Diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse plus Post-basic qualification with the South African Nursing Council as Professional Nurse-Primary Health Care (PHC). Ability to read and write. Good interpersonal relations.

DUTIES : Provide comprehensive health care services in the facility. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvements programs. Ensure the implementation of patient’s Rights Charter and Batho Pele Principles. Educate staff and patients.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 29/233 : **PROFESSIONAL NURSE GRADE 1 SPECIALTY: ICU (PNB1) REF NO: MPDOH/AUG/19/16**
Re-Advertisement

SALARY : R383 226 – R444 276 per annum (OSD requirements depending on years of experience)

CENTRE : Rob Ferreira Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Intensive Care Nursing. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the SANC.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required Work as part of the multidisciplinary team to ensure good

nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/234 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (TRAUMA AND EMERGENCY NURSING) (REPLACEMENT) REF NO: MPDOH/AUG/19/17**

SALARY : R383 226 – R444 276 per annum (OSD requirements depending on the years of experience)

CENTRE : Barberton Hospital
REQUIREMENTS : Grade 12 plus basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Trauma and Emergency Nursing. Current registration with SANC as a professional nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing.

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 relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that 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.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/235 : **PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/AUG/19/18**

SALARY : R317 976 – R361 872 per annum (All inclusive Package – OSD requirements)

CENTRE : Amajuba Memorial Hospital
REQUIREMENTS : BSC in Physiotherapy. Registration with HPCSA as a Physiotherapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be added as an advantage. Experience Grade 1: have completed Community Service and experience in Physiotherapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.

DUTIES : Render patient centred Physiotherapy service that complies with standards and norms as indicated by Health policies and protocols. Have interest in rehabilitation generally. Render individual and group therapy. Participate in re-integration programmes and campaigns. To work with colleagues, relieve as and when the need arise, and work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g Community Service therapist and or Physiotherapy Assistant/Technicians). To participate in student training, supervision and performance quality evaluation. Implement and maintain quality assurance and National Core Standards Operation Plans. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and interdisciplinary team members. Participate in mini research projects for the institution.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 29/236 : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/AUG/19/19**

SALARY : R317 976 – R361 87 per annum. (OSD requirements depending on years of experience)

CENTRE : Impungwe Hospital

REQUIREMENTS : B. Degree (NQF 7) / National diploma (NQF 6) as recognized by SAQA in Safety / Environmental / Risk management / Public Health. Registration with the South African Council for Natural Scientific Professions or Institute of risk management of South Africa (recommended). Member of Waste management and IAIA, SAOISH, SACPCMP (recommended) Driver's license Code B. 1 - 2 years in safety / Environmental / Risk Management / Public Health experience. Competencies: Knowledge of Safety environment. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Knowledge on medical waste management and other related activities. Good leadership qualities, with a clear demonstration of monitoring and evaluation of the waste contract. Good communication skills. Computer literacy. A valid driver's license. People management and empowerment. Able to work independent and under pressure. Attendant and accredited (CPD) training on health care management.

DUTIES : Attend to the daily assessments/monitoring of the operations involving the generation, handling, packaging, storage, collection, transportation, waste information system, treatment and disposal of health care waste within the health establishment; Compile inspection reports; ensure that all relevant health care waste policies, guidelines, plans programme and legislation are available and in place; Coordinate the monthly meetings for the HCW committee; promote continuous improvement in proper health care waste management and encourage waste minimization, recycling, re-use and reduce. Develop Health Care Waste Plans guidelines, policies and legislation; Support the CEO on technical issues. Inspect surrounding PHC facilities and premises for where hazardous substance licenses. Facilitate and train employees and hospital users on waste management and related Environment health activities, diseases and conditions.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 29/237 : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/AUG/19/20**

SALARY : R317 976 – R361 87 per annum (OSD requirements)

CENTRE : Bernice Samuel Hospital

REQUIREMENTS : B. Degree (NQF 7) / National diploma (NQF 6) as recognized by SAQA in Safety / Environmental / Risk management / Public Health. Registration with the South African Council for Natural Scientific Professions or Institute of risk management of South Africa (recommended). Member of Waste management and IAIA, SAOISH, SACPCMP (recommended) Driver's license Code B. 1 - 2 years in safety / Environmental / Risk Management / Public Health experience. Competencies: Knowledge of Safety environment. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Candidates should have sound knowledge of general occupational therapy principles including rehabilitation, assessment and analysis. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Render and manage Occupational therapy services that comply with standards and norms. Implement individual and group programs in keeping with a recovery model. Adhere to provincial, hospital and departmental policies procedures and regulations. Participate in quality assurance audits. Participate in continued

professional development programs. Exercise care with all consumables and equipment.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 29/238 : **SENIOR ADMIN OFFICER: RISK & SECURITY MANAGEMENT REF NO: MPDOH/AUG/19/21**

SALARY : R316 791 per annum (Level 08) plus benefits

CENTRE : Barberton Hospital

REQUIREMENTS : An appropriate 3 year tertiary qualification – Degree or National Diploma in Accounting, Safety Management, Risk Management, Internal Auditing, Cost Management Accounting. Minimum of 2 years' experience in Risk Management. Sound knowledge of PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Service Anti-corruption measures, departmental policies and procedures, enterprise risk management (ERM) concepts, Frameworks and methodologies, King Report on Corporate Governance (III and IV), Ethical, self-motivated and team oriented. Good interpersonal, communication, Facilitation, analytical and problem solving skills, must be in possession of a valid driver's license.

DUTIES : Implementation of departmental risk management policy and strategy. Manage and coordinate contracted security service provider. Assist in facilitating the identification of the Institution risk utilizing accepted tools. Manage the Key Control Policy. Assist in compilation of operational risk registers as well as the development of risk Response strategies and monitor process thereof. Monitor submission of emerging Risk and incidents. Assist in establishing and maintenance of risk management Philosophy and culture within the institution and provide regular training. Monitor and implement Audit plans and ensure quality response thereof. Provide reports to the Accounting Officer of the institution on a monthly and quarterly basis. Liaise with internal and external stakeholders. Respond to the Audit findings and make follow up from all sections in terms of compliance and work as loss controller of institution.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTIONS : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/239 : **PRINCIPAL PERSONNEL OFFICER [PMDS] REF NO: MPDOH/AUG/19/22**

SALARY : R257 508 per annum (Level 07) plus benefits

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : Grade 12 certificate plus ten 5 years' experience in HR or Degree or Diploma in Public Administration / Management plus 3 years' experience in HR. Certificates in PERSAL training will be an added advantage. Knowledge of the Performance Management system. Good working knowledge of PERSAL and all functions relating to PMDS. Driver's License and willingness to travel. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organizing, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.

DUTIES : The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.

ENQUIRIES : Ms. Glory Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200

FOR ATTENTION : Ms. Glory Mokone

POST 29/240 : **LABOUR RELATIONS OFFICER REF NO: MPDOH/AUG/19/23**

SALARY : R257 508 per annum (Level 07) plus benefits
CENTRE : Ehlanzeni District Office, Nelspruit
REQUIREMENTS : A relevant 3- year tertiary qualification in HRM with a minimum of 3 years' experience in Labour Relation or Grade 12 qualification with 3 - 5 demonstrable experience in Labour Relations in the Public Service. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Be able to work independently. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will an added advantage.

DUTIES : Write reports inter-alia Misconduct report and Grievance reports. 59 Investigate allegations of misconduct and/or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of Code of Conduct. Support and/or advice management on progressive discipline. Be a link between Management and recognized Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Provision of advice to employees and management on labour relations matters.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/241 : **PERSONNEL PRACTITIONER: HRM REF NO: MPDOH/AUG/19/24**

SALARY : R257 508 per annum (Level 07) Plus benefits
CENTRE : Matikwana Hospital
REQUIREMENTS : An appropriate 3 year B-degree / National Diploma in Human Resource Management / Public Management or equivalent qualification plus 3 years working experience or Grade 12 plus eight (8) years appropriate working experience in the HRM field particular in the health environment. Understanding of HR prescripts, legislative framework and procedures. Good and verbal communication skills. Be PERSAL trained, computer literacy/skill (MS word, Excel, power point etc.). Good interpersonal relations. Valid driver's license.

DUTIES : Effective and efficient management of HR Administration (Appointments, transfers, terminations, salary administration and management of conditions of services) etc. Ensuring that PERSAL transactions and related matters are captured correctly, manage audit queries, manage staff establishment, and manage recruitment and selection. Ensure effective implementation of PMDS; ensure that proper job descriptions are in place. Assist with Labour Relations and HRD matters, Draft memorandum, reports, submissions and circulars on HR related matters. Ensure that HR legislations and policies are complied with. Supervise staff and manage their work performance according to PMDS policy.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/242 : **SECRETARY: OFFICE OF HEAD: HEALTH REF NO: MPDOH/AUG/19/25**

SALARY : R257 508 per annum (Level 07) plus benefits

CENTRE REQUIREMENTS : Provincial Office, Nelspruit
: Grade 12 plus a Diploma in Secretariat, Excellent MS Office Skills, Knowledge of office administration, Experience in secretarial duties. Good planning and organizational skills, Good communication skills (verbal and written) and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, Computer literacy, Basic financial management and provisioning administration skills, High level reliability. Must have the ability to work under pressure and must prepare to work long hours. Must be able to type at least 40 words per minute.

DUTIES : Provide secretarial functions to the Head: Health through organizing and maintaining the diary of the Head: Health, preparing of memorandums and PowerPoint presentations. Receiving of visitors and arranging refreshments, schedule meetings, workshops and organize the logistics thereof. Provide the overall administrative support services in the Office of Head: Health. Make travel arrangements for the Head: Health, manage internal correspondences in the office of Head: Health, develop and maintain a filing system, prove subsistence and advance claims for the Head: Health procure stationery and petty cash, screen the accuracy of memorandums and submissions to the Head: Health, Executive Management, Unit Managers and staff.

ENQUIRIES APPLICATIONS : Ms. Glory Tel No: (013) 766 3340
: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone

POST 29/243 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/AUG/19/26**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07) plus benefits
: Evander Hospital
: Senior Certificate or equivalent qualification plus five (5) years relevant experience or Degree / Diploma in Administration or Human Resources. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.

DUTIES : Management of Logistical Services. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, food services, and registry and Hospital grounds) Prepare and submit monthly reports

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 29/244 : **ADMINISTRATIVE OFFICER: HRD REF NO: MPDOH/AUG/19/27**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07) plus benefits
: Amajuba Memorial Hospital
: National Diploma/Degree in HRD or Grade 12 plus 6 years' experience in HRD/Training. Ability to meet deadlines. Excellent written and verbal communication skills. Good presentation and facilitation skills, computer skills, good interpersonal relation. Management of skills, report writing skills, understanding and interpretation of Acts and policies.

DUTIES : Facilitate trainings in the institution, e.g. ABET, Leadership and other programmes. Facilitate bursaries and study leaves, facilitate orientation/induction programmes. Comply with employment Equity Plan. Compile skills audit report; maintain training database, control and monitor training equipment, manage Performance Management and Development System (PMDS).

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 29/245 : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: MPDOH/AUG/19/30 (X2 POSTS)**

SALARY : R256 905 – R297 825 per annum (OSD requirements)
CENTRE : Waterval Boven Hospital
REQUIREMENTS : Registration with the South African Nursing Council as a General Nurse. Additional registration as a General Nurse Midwife is an added advantage. Ability to work independently. Must be able to work under pressure and manage heavy patient loads. Good verbal and report skills. Commitment and dedication. Ability to implement and manage changes. Valid driver's license will be a recommendation.

DUTIES : Provide health care services in the hospital. Help with supervision and performance and evaluation of junior staff members. Implement appropriate measures and systems to ensure quality patient care. Provide nursing care within scope of practice. Ensure the implementation of the Patient Rights Charter and Batho Pele principles. Educate staff and patients. Work closely with the community. Provide comprehensive and quality nursing care according to the standards and guidelines. Keep concise and legible records and ensure nurses do likewise. Manage medication. Adhere to Batho Pele Principles and Patient Rights Charter.

ENQUIRIES : Ms. S Matheba: Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION : Ms. S Matheba

POST 29/246 : **PROFESSIONAL NURSE REF NO: MPDOH/AUG/19/31 (X6 POSTS)**

SALARY : R256 905 – R297 825 per annum (OSD requirements)
CENTRE : Tweefontein G CHC
REQUIREMENTS : Basic Qualification SANC in terms of Government notices 425 (Diploma / degree in nursing). Current registration with the council. Knowledge and understanding of Public Services approaches, policies, and procedures. Knowledge and understanding of nursing legislation and related ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians. Knowledge of Batho Pele Principles, Patient's Rights Charter and National Core Norms and Standard.

DUTIES : Ensure that good quality nursing care is rendered at all times according to the standards and guidelines. Render comprehensive Health Care in the PHC. Screen patients, assess, diagnose and prescribe nursing care.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION : Ms. S Matheba

POST 29/247 : **PROFESSIONAL NURSE – GENERAL STREAM (PN-A2) REF NO: MPDOH/AUG/19/32**

SALARY : R256 905 – R297 825 per annum (OSD requirements)
CENTRE : Nokaneng CHC
REQUIREMENTS : Basic R425 qualification (Diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse plus registration with South African Nursing Council (SANC). Ability to work under pressure and be a team worker. Knowledge of scope of practice for different categories in nursing. Ability to plan, organize and coordinate the nursing care regimen. Good communication and interpersonal skills. Implement Batho Pele Principles.

DUTIES : Provision of quality comprehensive community health care. Provision of administrative services; educational services; clinical services. Usage of equipment and machinery. Research responsibility. Ensure implementation of Patients' Rights Charter and Batho Pele Principles.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 29/248 : **PHARMACY ASSISTANT POST BASIC REF NO: MPDOH/AUG/19/33**

SALARY : R208 383 – R234 738 per annum (OSD requirements)

CENTRE : Greenside CHC

REQUIREMENTS : Grade 12 qualification or equivalent qualification with Mathematics and Biology / Life Sciences as passed subjects. Current registration with South African Pharmacy Council. Post Basic Pharmacists Assistant Qualification. Good interpersonal relations. Be conversant with current pharmaceutical legislation. Be computer literate. Valid driver's license will be a recommendation.

DUTIES : Ensure proper selection and procurement of drugs and surgical items. Rational use of drugs. Monitor expenditure of pharmaceutical and surgical items. Perform stock control functions. Proper reconciliation of pharmaceutical and surgical accounts. Participate in PHC research. And educate staff and patients.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 29/249 : **DENTAL ASSISTANT GRADE 1 REF NO: MPDOH/AUG/19/34**

SALARY : R168 429 – R192 576 per annum (OSD requirements depending on the years of experience)

CENTRE : Rob Ferreira Hospital

REQUIREMENTS : Grade 12 plus an appropriate qualification or prescribed in-service training with a duration of less than two years that allows for the required registration with the HPCSA. Registration with HPCSA as a Dental Assistant (Supervised Practice Dental Assistant), proof of current registration with the HPCSA. A valid driver's license will be an added advantage.

DUTIES : The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery, clinics, mobiles, and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assisting the oral hygienist at schools as well as in the clinics.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 29/250 : **DENTAL ASSISTANT GRADE 1 REF NO: MPDOH/AUG/19/35**

SALARY : R168 429 – R192 576 per annum (OSD requirements subject to years of experience)

CENTRE : HA Grove Hospital

REQUIREMENTS : Grade 12 plus an appropriate qualification or prescribed in-service training with a duration of less than two years that allows for the required registration with the HPCSA. Registration with HPCSA as a Dental Assistant (Supervised Practice Dental Assistant). Proof of current registration with the HPCSA. A valid driver's license will be an added advantage.

DUTIES : The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the

dental surgery, clinics, mobiles, and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assisting the oral hygienist at schools as well as in the clinics.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

: Ms. S Matheba Tel No: (013) 658 1070
: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
: Ms. S Matheba

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : Forward your applications to: The Director: Human Capital Management. Department of Social Development, Private Bag x 6, Mmabatho, 2735 or hand delivered to Provident House Building, University Drive, Mmabatho.
- FOR ATTENTION** : Ms PP Setsiba
- CLOSING DATE** : 30 August 2019
- NOTE** : Applications must be on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, educational qualifications, skills, competencies and knowledge). All educational qualifications will be verified, and they must be certified copies of the original educational certificates. Certified copy of the Identity Document or National Identity Card must be attached as well. The date on certifying stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, it must be done in writing and addressed to the Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or e-mail. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interview. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment of position(s) Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification.

MANAGEMENT ECHELON

- POST 29/251** : **DIRECTOR: HIV AND AIDS REF NO: K30903/1**
Chief Directorate: specialist social services
Directorate: HIV and Aids prevention, care support services
- SALARY** : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
- CENTRE** : Provincial Head Office (Mahikeng)
- REQUIREMENTS** : Bachelor's degree in Social Work, 10 years' experience of which 5 years in MMS. Current proof of registration with the professional governing body, South African Council for Social Service Professionals. A Valid driver's license. Competencies: Understanding and interpretation of Social Welfare Legislation and related Legal and Ethical practices. Ability to network with other institutions. Programme and Project Management, Financial Management, Change Management, Client Orientation and Customer Focus, Knowledge Management, Service Delivery innovation, Problem Solving and Analysis, Honesty and Integrity, Honesty and integrity, People Management & People Management & Empowerment.
- DUTIES** : Develop and ensure the implementation of policies and strategic plan, Norms and Standards for Community Based HIV and AIDS, Social Behaviour change in line with Departmental Strategic Plans and Provincial Programme Priorities. Manage and Monitor the implementation of Comprehensive HIV and AIDS Prevention, Care and Support Programmes and Home Based care Service and Community Care Centers Monitoring and Evaluation System. Facilitate the implementation of Orphans Vulnerable Children and Youth services. Provide and Monitor the effective and efficient capacity building programmes for internal and external stakeholders. Facilitate inter-sectoral collaboration of the HIV and AIDS care & Support Services
- ENQUIRIES** : Ms D.G Mokgoro-Ramosime Tel No: (018) 388 2981/2293

- POST 29/252** : **DIRECTOR: RISK MANAGEMENT REF NO: K30903/2**
Directorate: Risk Management
- SALARY** : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : Degree or National Diploma in Accounting or Financial Management. A minimum of Five (5) years' experience at middle management level within the relevant field. Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service e.g PFMA, Treasury Regulations, BAS, Promotion to Access to Information, Public Service Regulations, Labour Relations Act, etc. Computer literacy. A valid driver's license. Competencies: Negotiation skills, People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Strategic Planning, Policy analysis and development, Good Communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.
- DUTIES** : Provide leadership and strategic direction and policy. Manage and oversee the development, review, implementation and maintenance of effective and efficient risk management policies, strategies, and systems. Manage services to uproot fraud and anti-corruption in the department. Manage and oversee the development, review, implementation and maintenance of effective and efficient ethics management policies, strategies, and systems. Manage and utilise resources in accordance with relevant directives and legislation (physical, human and financial).
- ENQUIRIES** : Mr I Mogorosi Tel No: (018) 388 2043/2000
- POST 29/253** : **DIRECTOR: STRATEGIC PLANNING, POLICY, MONITORING, EVALUATION AND RESEARCH REF NO: K30903/3**
Directorate: Corporate Services
- SALARY** : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : Undergraduate qualifications (NQF Level 7) in Public Administration or relevant qualification as recognized by SAQA. Qualification in Strategic Planning, Policy, Monitoring and Evaluation will serve as an advantage. A minimum of five (5) years' experience at middle management level within the relevant field. Computer skills. A valid driver's license. Competencies: Knowledge and understanding of policy, planning, monitoring and evaluation and research management system, policies and regulations. Knowledge of public services policies, rules and regulations, including the Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA). Treasury Regulations and other related prescripts. Strategic capability and leadership. Programme and Project Management. Change Management. Knowledge Management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Stakeholder relationship management.
- DUTIES** : Develop, implement and monitor implementation of policies, strategies, and procedures in relation to planning, policy, research, monitoring and evaluation. Coordinate integrated planning processes in line with planning framework and ensure alignment to departmental mandate, goals, objectives and resources. Provide management of monitoring and evaluation services and produce departmental reports base on verified and validated performance information in support of evidence based performance and reporting. Provide technical support to all programmes on research, policy, planning and monitoring and evaluation matters. Coordinate management Performance assessment tool (MPAT) implementation and reporting in line with the sets target. Coordinate all audits related to performance information. Stakeholder management. Management of resources of the Directorate in and efficient and effective manner.
- ENQUIRIES** : Mr I Mogorosi Tel No: (018) 388 2043/2000

POST 29/254 : **DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: K30903/4**
 Chief Directorate: Financial Management
 Directorate: Supply Chain Management

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : A Bachelor's Degree in Commerce/Finance or equivalent qualification in finance. A minimum of 5 years of experience at middle management level within the relevant field. Extensive knowledge of public sector procurement process, rules and regulations. Sound understanding of PFMA, PPPFA. A valid driver's license. Competencies: Knowledge of services policies, rules and regulations, including the public service act, public service regulations, public finance management act, treasury regulations and other related prescripts. A result driven, customer focused approach with excellent planning, communication and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Computer literacy (MS Word, Excel and PowerPoint) and accounting system (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills, Research and policy formulation.

DUTIES : Ensure sound and strategic supply chain management services and resources in the department. Manage financial logistics, demand and acquisition services for the department. Develop and implement effective systems aimed at improving turnaround time. Comprehensively manage the procurement system of the department (e-procurement/ bas) assist in ensuring compliancy with the policies and procures of the department. Ensuring and manage the development of the monitoring tools to conform to procurement standards and regulations, effectively coordinate year end closure and prepare working paper fill for audit purpose. Work closely with clients and service providers to ensure seamless service delivery, effectively manage monthly reports on accruals and commitment. Ensure and manage effectively and efficiencies SCM contractually obligations of the departments with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Advice Chief Financial Officers (CFO) on all supply chain management matters. Provide management information, statistics and reports to all relevant stakeholders.

ENQUIRIES : Ms E.R.M Moremi Tel No: (018) 388 2869/2198

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

OTHER POSTS

<u>POST 29/255</u>	:	<u>HANDYMAN: FARM SERVICES (OUTENIEKWA) REF NO: AGR 2019-40</u>
<u>SALARY</u>	:	R122 595 per annum (Level 03)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	ABET Level 4; a minimum of 6 months' appropriate experience; A valid code B driving license. Recommendation: Trade Certificate/qualification Competencies: A good understanding of the following: General farm work/activities; General farm infrastructure maintenance activities; Communication skills.
<u>DUTIES</u>	:	Infrastructure maintenance; Conduct regular building inspections; General farm work/activities; Repair broken furniture and equipment; Report defects in terms of infrastructure and equipment; Safekeeping of maintenance tools and supplies; Attend to minor electrical, plumbing and carpentry problems.
<u>ENQUIRIES</u>	:	Mr H Gerber at Tel No: (044) 803 3727
<u>APPLICATIONS</u>	:	You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) ssE-mail address: adresponsecpt@affirm.co.za . You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
<u>NOTE</u>	:	To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.
<u>CLOSING DATE</u>	:	02 September 2019
<u>POST 29/256</u>	:	<u>FOOD SERVICE AID: OFFICE SERVICES (ELSENBURG) REF NO: AGR 2019-41</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	ABET (Level 2 certificate or equivalent). Competencies: Ability to function in an executive environment; Neat and presentable; Communication skills.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment; Provide catering support services; Keep stock of kitchen utensils and equipment; Apply hygiene and safety measures; Maintain quality control measures of all food provided; Removal of garbage disposal; Prepare food, snack and beverages; Setup and convey crockery, cutlery and equipment to dining areas; Serve food and beverages; Responsible for food supplies and report waste and losses; Maintain and keep control of stock levels of tea and meal utensils; Keep kitchen appliances safe, clean and in an efficient working condition; Report any kitchen appliances that need to be repaired; Report shortage and or faulty appliances; Prepare for workshops, meetings, interviews and special events/functions in terms of water, glasses and any other catering needs.
<u>ENQUIRIES</u>	:	MS C Louw at Tel No: (021) 808 5145
<u>APPLICATIONS</u>	:	You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za . You may use only one application platform as only one application will be

- accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.
- CLOSING DATE** : 02 September 2019

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 September 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 29/257** : **ADMINISTRATION CLERK: COMMUNICATION REF NO: CS 2019-23**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in the following: Communications; Marketing or Public Relations. Competencies: A good understanding of the following: Clerical duties and practices; Ability to capture data; Collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Proven computer literacy (MS Office); Conflict resolution skills; Planning and organising skills; Communication (written and verbal) skills; Monitoring; Ability to work well within a team.
- DUTIES** : Render general clerical support services; Provide personnel administration clerical support services within the component; Provide communication support services in the component; Support with newflashes, newsletters, article scripting and layout; Support with photography services for departmental engagements; Support with branding for departmental engagements and exhibitions.
- ENQUIRIES** : MR I Davids at Tel No: (021) 483 6689

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 September 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 29/258 : **CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY REGULATORY SERVICES REF NO: EADP 2019-33**

SALARY CENTRE : Grade A: R495 219 per annum (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Natural, Physical, Environmental Management or Engineering Sciences; A minimum of 6 years' relevant post-qualification experience; A valid (Code B) driving license. Recommendation: Experience in Human Resource and Financial Management. Competencies: Knowledge of the following: Air quality management, including air quality regulatory services; Integrated environmental management; Pollution management; Compliance monitoring and enforcement, with respect to statutory obligations; Regulatory processes/environmental legislation; Development and implementation of specific projects related to air quality management, specifically air quality regulatory services and capacity building; Project and business process planning; Human resource management; Supervisory skills; General office and administrative management; Problem solving skills related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication skills.

DUTIES : Provide management support and specialist inputs on the development and administration of air quality management systems and policies; Provide management support and contribute towards the development and implementation of air quality regulatory projects and capacity building; Provide management support and specialist inputs in compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM:AQA); Provide management support and learnership, guidance and technical advice on the development and implementation of specialised air quality management projects; Provide management support in respect of financial and human resource management, administrative and inputs to strategic planning and related functions.

ENQUIRIES : DR J Leaner at Tel No: (021) 483 2888

POST 29/259 : **ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: EADP 2019-38**

SALARY CENTRE : R376 596 per annum (Level 09)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' experience working within a strategic planning environment. Recommendation: Experience in the following: Project Management; Monitoring and evaluation; Strategic plans and Annual Performance Plans; Records management; Operational support and logistics when working within a PSG environment. Competencies: Knowledge of the following: Strategic planning methodologies and practices; Relevant legislation/policies/prescripts and procedures; Drafting and compiling strategic and annual performance plans; Records management processes and procedures; Project management; Written and verbal communication skills; Proven computer literacy; Minute taking and presentation skills; Developed interpretive and conceptualisation/formulation ability; Ability to work independently, as well as within a team; Ability to handle conflict.

DUTIES : Assist with the facilitation of departmental strategic planning processes; Ensure the drafting, compilation and timely submission of the Departmental Strategic Plan (SP) and Annual Performance Plan (APP); Ensure the effectiveness and efficiency of the Departmental Project Office; Ensure identified Project Management Plans (PMP) and closure reports are loaded onto the BizProject system; Provide strategic and operational support to Provincial Strategic Goal (PSG) 4 and PSG5; Render a secretariat support function to the PSG4 SteerCom and PSG4 ExCo meetings; Facilitate the sub-directorates record management system; Ensure that the sub directorates records management database is updated and maintained on a quarterly basis, utilising the MyContent system.

- ENQUIRIES** : Mr S Botha at Tel No: (021) 483 0784
- POST 29/260** : **GISC TECHNICIAN (PRODUCTION LEVEL): SPATIAL INFORMATION MANAGEMENT REF NO: EADP 2019-40**
- SALARY** : Grade A: R311 859 – R332 799 per annum (OSD as prescribed)
Grade B: R353 226 – R380 775 per annum (OSD as prescribed)
Grade C: R402 045 – R473 574 per annum (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; A minimum of 3 years post qualification technical (GISc) experience; Compulsory registration with the South African Geomatics Council and Technical Surveyors (previously PLATO) as a GISc Technician; A valid driving licence. Recommendation: Comprehensive knowledge of Geographical Information Systems (GIS), specifically ESRI products. Competencies: Knowledge of the following: Legislation, policies and standards pertaining to spatial data; Technical GIS knowledge regarding projections, data formats, geo-databases; Project Management; Skills: Written and verbal communication; Cartographic and Presentation; Excellent report writing; Problem solving; Investigation and research. Proven computer literacy in the MS Office suite (specific mention of MS Excel, MS Access required); and presentation skills; Remote sensing and GISc modelling skills.
- DUTIES** : Perform technical GISc activities; Source spatial information from various data custodians; Capture and clean spatial data from various formats and sources; Maintain GIS Unit effectiveness; Maintain GISc tools; Train end-users on basic GISc skills; People Management; Mentor candidate technicians to ensure competent knowledge base; Functional requirement analysis; Document organisational GISc challenges; Identify gap analysis on available spatial information in the organisation.
- ENQUIRIES** : Mr Andre Van Der Merwe at Tel No: (021) 483 3499
- POST 29/261** : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): AIR QUALITY PLANNING AND INFORMATION MANAGEMENT REF NO: EADP 2019-36**
- SALARY** : Grade A: R272 739 - R302 691 per annum (OSD as prescribed)
Grade B: R318 267 - R353 226 per annum (OSD as prescribed)
Grade C: R373 209 - R439 605 per annum (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Environmental Management/ Natural or Physical Sciences; A valid driving license (Code B). Recommendation: Experience or training in any of the following: Environmental pollution; Air Quality Management; Air quality monitoring; Air quality management planning; Compliance monitoring and enforcement. Competencies: Knowledge of the following: Air quality/ Pollution Management/ Environmental Management; Implementation of specific projects related to pollution management; specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Written and verbal communication skills; Strong report writing skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Planning and organisational skills; Ability to meet strict deadlines and work under pressure.
- DUTIES** : Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services/ management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/ environmental pollution/ environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/ environmental pollution management; Provide assistance with administrative and related functions.
- ENQUIRIES** : Dr J Leaner at Tel No: (021) 483 2888

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 September 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 29/262** : **DEPUTY DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 2019-31**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' managerial experience in a stakeholder management environment; A valid Code B driving licence. Recommendation: Experience in the following: Corporate environment and on-the ground community environment. Competencies: Knowledge of the following: Global, national and provincial political economy; Government policies and programmes; Human Resource Management systems; Project Management; Strategic planning and leadership skills; Written and verbal communication skills at operational, management and executive levels.
- DUTIES** : Coordinate the integration of strategic initiatives; Coordinate the implementation of strategic initiatives and fulfil the role of an incubator space for new economic initiatives; Manage and facilitate stakeholder relations; Plan the sub-directorates budget and manage income and expenditure, through responsible implementation of policies, procedures, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Ms B Mphalaza-Schiff at Tel No: (021) 483 9001

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

- POST 29/263** : **DIRECTOR: MANAGEMENT ACCOUNTING**
Directorate: Management Accounting
- SALARY** : R1 057 326 per annum (all-inclusive salary package). (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Based at: Bellville Health Park, Bellville
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Financial Accounting or Management as recognised by SAQA with five years' experience at a middle/senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's license. Ability to function in a team. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive

knowledge of and experience in policies and processes with respect to finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Ability to give develop strategy and provide clear strategic direction. Ability to develop, analyse, monitor and execute financial policy, budget policy and revenue policy. Ability to plan and execute the budget process in the Department of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Other skills required: Interpretative skills, Problem solving skills, People and change management skills, Interpersonal and communications skills, Negotiating skills, Conflict handling skills.

DUTIES : Ensure an efficient Financial planning process and Budget Management system. Oversee the management of an R25b budget under the supervision of the Chief Financial Officer and in consultation with other members of management. Ensure expenditure and revenue control and Approved Post List management. Give direction to the Finance Business Intelligence (BI) Section. Data interpretation and analysis: This is a most complex and diverse organisation, placing huge demands on the accumulation and analysis of data, cost-effectiveness studies, planning of allocations to entities, projections and management of expenses. Submit inputs in respect of the Annual Financial Statements, Annual report and participate in meetings with AG's office. Develop and Maintain revenue policies, tariffs, systems and procedures, Hospital Fees Training and Billing System Support. Comprehensive introduction and implementation of Case Management and Managed Health Care into all hospitals treating private patients by managing revenue policies, tariffs, systems, procedures, Hospital fees training and billing system support.

ENQUIRIES : Mr S Kaye Tel No: (021) 483-8690
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Applicants will be subjected to a competency assessment test.

CLOSING DATE : 30 August 2019

POST 29/264 : **DIRECTOR: PEOPLE STRATEGY**
 Chief Directorate: People Management

SALARY : R1 057 326 per annum (all-inclusive salary package). (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 qualification (NQF level 7) with at least 5 years' experience at a middle or senior management level. Inherent requirements of the job: A valid code B/EB driver's license. Must be willing to travel. Willingness to function in a team. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Identify service delivery barriers/inefficiencies and to implement interventions/initiatives in order to address these inefficiencies. Knowledge of the Public Service Regulatory Framework. Monitoring and evaluation skills. Possess Public relations, negotiation and facilitation skills as well as presentation and public speaking skills. The ability to exchange information verbally or in writing in a clear, concise manner to explain, persuade, convince and influence others to achieve the desired outcomes. The ability to provide a vision and set direction to meet strategic objectives. The ability to think strategically and analytically. To manage projects with multiple stakeholders.

DUTIES : Coordinate organizational transformation and the rendering of the compensation management function. Effective management of financial resources. Effective management of human resources. To ensure change initiatives according to the Departmental Change Management Plan. To ensure the strategic co-ordination of people management policy people planning and an effective information

management services. To Monitor and evaluate compliance with people management strategies, policies, prescripts and practices.

ENQUIRIES : Ms B Arries Tel No: (021) 483-3373

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. The Department is busy with a re-organisation exercise and the current thinking is that the post holder will oversee Performance Management, Transversal Matters, Talent Sourcing as well as Head Office component People Administration.

CLOSING DATE : 30 August 2019

OTHER POSTS

POST 29/265 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : R562 800 (PN-B3) per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Current registration with SANC as a Professional Nurse. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: Leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public-sector policies and protocols. Human Resources and Financial Management including computer literacy (MS Word, Excel, PowerPoint, Outlook). Extensive knowledge in General Nursing and the relevant nursing specialty.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 August 2019

POST 29/266 : **ARTISAN FOREMAN (AIR CONDITIONING/REFRIGERATION)**

SALARY : R304 263 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Five years' appropriate post-qualification experience as an Artisan in the Air conditioning and Refrigeration field. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Access and Outlook). Ability to communicate in

- at least two of the three official languages of the Western Cape. Ability to plan-ahead (pro-active) and work independently, as well as in a team. Conversant with the requirement of the machinery and Occupational health and Safety Act. Ability to manage a workshop. Project management skills.
- DUTIES** : Render managerial assistance in the up-keep of a database of service and inspection of Air Conditioning and Refrigeration Plant, equipment and machinery. Control and supervise personnel in accordance with Hospital Engineering policies and procedures. Do maintenance, repairs and cooling towers and do standby duties and emergency call outs as required. Provisioning and procurement of refrigerants and gasses for domestic as well as commercial plant. Administrative duties and assist with personnel evaluation progress reports. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice. Order, procure air conditioning units, control of maintenance of material and spare parts as required. Assist in department budgeting and expenditure control.
- ENQUIRIES** : MR Ak Mgcodo Tel No: (021) 404-6251/Mr N Hermans Tel No: (021) 404-6205
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 August 2019
- POST 29/267** : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**
Cape Winelands Health District
- SALARY** : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
- CENTRE** : Cape Winelands District Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Perform standby duties when necessary. Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993). Should be in possession of gas registration with the South African Qualification and Certification Committee (SAQCC). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to do welding work.
- DUTIES** : Repairs, Maintenance and Fault finding of air-conditioning and refrigeration systems including chillers, Central Air Handling units, refrigerators, ducts, coils, compression plants and Heat Pumps. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Planning, compile specifications and managing of Projects and training and develop staff. Assist with procurement of spares and Control over tools and materials. It would be required of the officer to learn and comply with in-house systems and procedures.
- ENQUIRIES** : MR G Scanlen Tel No: (023) 348-1347 or 348 1397
- APPLICATIONS** : www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Ability to do welding work.
- CLOSING DATE** : 30 August 2019
- POST 29/268** : **ADMINISTRATION CLERK: SUPPORT**
(06 Months Contract)
Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum (Level 05) plus 37 % in lieu of service benefit.
- CENTRE** : Western Cape College of Nursing (Boland Overberg Campus)
- REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services/assistance. Inherent requirement of the job: Valid (code B/EB) driver's license. Willingness to travel and work over time

if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Performs field inventory by physically locating, identifying and counting of assets. Responsible for the Inspection and safe storage of vehicles. Responsible for the Transport of staff, students and goods. Responsible to assist Head of Campus with contract management functions.

ENQUIRIES : Ms L Strauss Tel No: (023) 347- 0732

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 August 2019

POST 29/269 : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Rural Health Services

SALARY : R145 281 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate Food Service experience in an Industrial Food Service unit, within a hospital setting. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Sound communication (read, speak and write) and numerical skills. Knowledge and skills with regards to the operational procedures in an Industrial Food Service Unit. Knowledge of hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft office (Attach proof or mention it in the CV).

DUTIES : Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food, supplements, tube feeds and bottle-feeds. Communicate any feedback from staff, patients and/or ward staff to the food service manager. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement the food service financial management system, to ensure the food expenditure remains within the budget. Compile of duty rosters and HR relative matters. Effective utilization and supervision of food service team, by means of allocating tasks and coordinating work schedules.

ENQUIRIES : Ms M Greyling Tel No: (044) 802-4423

APPLICATIONS : The Chief Executive Officer, George Hospital, Private Bag x6534, George, 6530.

FOR ATTENTION : Mr BH Cassim

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates who are shortlisted for interviews may be expected to complete a practical test.

CLOSING DATE : 30 August 2019

POST 29/270 : **TELKOM OPERATOR**

SALARY : R145 281 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and paging system. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook) Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and

record of all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Report all faults to Telkom.

ENQUIRIES : Ms C Makeba Tel No: (021) 404-4038

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

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

CLOSING DATE : 30 August 2019

POST 29/271 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Helderberg Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a hospital or health environment will be advantageous. Inherent requirements of the job: Willingness to work overtime. Physically able to perform the duties required. Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to optimally utilise allocated resources such as tools and materials. Ability to read, write and converse in at least two of the three official languages of the Western Cape.

DUTIES : Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Strict adherence to the Occupational Health and Safety Act. Assist handyman/artisans in the performance of their duties. Exercise control over tools, equipment and materials.

ENQUIRIES : Mr A Joubert, Tel. No. (021) 850-4750

APPLICATIONS : The Chief Executive Officer, Helderberg Hospital, Private Bag X2, Somerset West, 7130.

FOR ATTENTION : Mr A Joubert

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

CLOSING DATE : 30 August 2019

POST 29/272 : **CLEANER**
West Coast District

SALARY : R102 534 per annum

CENTRE : Lapa Munnik Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES : Ms L Julius Tel No: (022) 931-2140

APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299.

FOR ATTENTION : MS C Julius

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

CLOSING DATE : 30 August 2019

POST 29/273 : **FOOD SERVICES AID (X8 POSTS)**

SALARY : R102 534 per annum

CENTRE : Groote Schuur Hospital, Observatory

- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Appropriate experience of the Cook-Chill System. Appropriate experience with patient's service (i.e. ward hostess). Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of physical natures. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure.
- DUTIES** : Utilise the Cook Chill System, prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital/ PAWC Policy.
- ENQUIRIES** : MS AS Van Schalkwyk Tel No: (021) 404-4042
- APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 September 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 29/274** : **PLANNER: PROVINCIAL HUMAN SETTLEMENT PLANNING REF NO: HS 2019-54**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B Degree in a built environment discipline, which can include Development Studies, Property Studies or Finance and related; A minimum of 3 years' relevant experience in a human settlement working environment; A valid Code B driving license. Competencies: Knowledge and understanding of the following: Relevant public service legislation, prescripts, policies, codes, guidelines, standards, procedures, best practices, etc. with focuses on human settlements, local government or related; Project management in the built environment; Project coordination, integration, communication and control of project activities; Built environment related to human settlements; Monitor and development processes; Financial management, financial prescripts and the ability to set up and monitor budgets; Public service procedures; Data analysis; Proven computer literacy (MS Office); Project management and administration skills; Planning and organizing skills; Ability to work effectively both as part of a team and independently.

- DUTIES** : Render support towards the development and implementation of the Human Settlement Multi-year Human Settlement Development Plan (Business Plan); Provide forward planning support; Facilitate the Provincial Planning Committee; Support transversal alignment.
- ENQUIRIES** : MS CM Johnston Tel No: (021) 483 5298

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 September 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 29/275** : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: COMMUNITY DEVELOPMENT WORKER MANAGEMENT (GEORGE) REF NO: LG 2019-15**

- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience; A valid code B driving licence. Recommendation: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes; Supervisory experience. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge of the composition of communities in the Western Cape and their functioning; Verbal and written communication skills; Knowledge of existing service delivery levels in the Western Cape; Computer literacy in MS Office; Organisational / planning skills; Active listening skills; Decision making skills; Meeting skills; Interpersonal skills; Ability to work efficiently and effectively.

- DUTIES** : To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

- ENQUIRIES** : MR M Bell Tel No: (021) 483 3039

- POST 29/276** : **SUPPLY CHAIN MANAGEMENT (ASSETS) CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LG 2019-16**

- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 months' relevant experience. Recommendation: Working knowledge of Asset Management. Competencies: Good understanding of the following: Asset Management; Supply Chain Management; Verbal and written communication skills; Proven computer literacy.

- DUTIES** : Perform and manage the moveable asset physical verification process; Safeguarding of moveable assets against theft and damage; Perform and manage the moveable asset internal and external transfer processes; Identify and manage

- the process for moveable assets for disposal; Reporting of supply chain management information.
- ENQUIRIES** : MS L Ohlson at Tel No: (021) 483 4452
- POST 29/277** : **SUPPLY CHAIN MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LG 2019-17**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Working knowledge of the following: Logistical Information Systems (LOGIS); Integrated Procurement System (IPS). Competencies: Planning and organising skills; Ability to work well within a team; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Provide an efficient and effective acquisition management function; Maintain a register of all acquisition requests received; Provide efficient and effective Integrated Procurement System administration; Assist with contract management function; Reporting of supply chain management information.
- ENQUIRIES** : MR S Bassadien at Tel No: (021) 483 0659

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 September 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 29/278** : **PERSONAL ASSISTANT: ORGANISATION DEVELOPMENT REF NO: DOTP 2019-77**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years' relevant experience in rendering support services to Senior Management; A valid Code B driving license. Recommendation: Knowledge of Industrial and Organisational Psychology. Competencies: Knowledge of financial management and understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties and ensure safekeeping of all documents; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES : MR J Nel at Tel No: (021) 466 9701
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

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

CLOSING DATE : 02 September 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 29/279 : **ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 2 REF NO: PT 2019-37**

SALARY : R376 596 per annum (Level 09)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Accounting; A minimum of 3 years' accounting experience in accounting practices or a finance department; A valid Code B driving licence. Recommendation: Post-graduate qualification in accounting; Chartered Accountant (SA). Competencies: Knowledge of the following: Accounting frameworks; Public sector accounting processes; Written and verbal communication skills; Report writing skills; Strategic planning skills that involves setting of and achieving goals and objectives.

DUTIES : Assist and advise on the implementation of accounting frameworks in terms of MCS/GRAP; Development of management accounting information in order to enhance business decision-making; Develop, assess and revise where required, training material on accounting frameworks based on MCS/GRAP; Provide training on MCS/GRAP; Conducting surveys on capacity/capability of entities/departments to implement accounting practices; Gathering information linked to monthly and quarterly compliance reports; Addressing auditor-general findings; Conducting research and issue best practices; Manage projects in terms of project management principles.

ENQUIRIES : Mr A Reddy at Tel No: (021) 483 5001

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 02 September 2019

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications.

Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 29/280</u>	:	<u>DIRECTOR: BUSINESS PLANNING AND POLICY ALIGNMENT REF NO: DSD 2019-73</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years' experience middle/senior management experience; and A valid driver's licence, or alternative mode of transport for people with disabilities. Competencies: Job-related knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Knowledge of people management practices; Labour Relations; Financial Management; Expert knowledge of strategic management processes; and Knowledge of global, regional and local political, economic and social affairs impacting on the WCG. Job-related skills: Interpret and apply relevant policies and procedures; People management planning; Problem-solving skills; Presentation skills; Policy formulation; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relations; Analytical thinking; Strategic thinking; Financial and administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research; and Computer literacy.
<u>DUTIES</u>	:	Line Management: Direct the strategic and operational planning process for the Department; Direct the development and alignment of Departmental policies; Review of the Business Continuity Plan for the Department; Direct and enhance Departmental performance monitoring, review and reporting; and Ensure the provision of Departmental communication and customer care services. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participate in the Department's strategic planning process; Active involvement in the development and management of the strategic and business/operational plans of the Directorate; Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objectives and standards; Report to Chief Director on a regular basis on the activities of the Directorate and on matter of substantial importance to the Administration; and Monitor and ensure compliance with the relevant legislation and prescripts in respect of adequate and appropriate record-keeping of the activities of the Directorate, and of the resources employed by us. People Management: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component; Monitor information capacity building within the component; Active involvement in the compilation of a human resource plan, a service delivery improvement plan, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; and Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Actively participate in the budgeting process at the Directorate level; Prepare the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economical and effective control and management to the Directorate's finances; Assume overall responsibility for the management, maintenance and safe-keeping of the Directorate's assets; and Ensure that full and proper records of the financial affairs of the component are kept in accordance with prescribed norms and standards.
<u>ENQUIRIES</u>	:	Ms M Johnson Tel No: (021) 483 8273

OTHER POST

- POST 29/281** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DSD 2019-76 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data and collate financial statistics; Public Service financial legislations, procedures and treasury regulations (PFMSA, DORA, PSA, PSR, PPPFA, Financial manual); Basic financial operating systems (PERSAL, BAS, LOGIS); Written and verbal communication skills; Proven computer literacy; Numeracy skills; Planning and organising skills.
- DUTIES** : Render financial accounting transactions: Receive and check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Filing of all documents; Collection of cash; Perform salary administration support services: Receive and process salary advices; File all documents; Perform bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture and allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.
- ENQUIRIES** : MR J Joubert at Tel No: (021) 483 6022

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 02 September 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 29/282** : **CHIEF ENGINEER: MECHANICAL (HEALTH INFRASTRUCTURE) REF NO: TPW 2019-132**
- SALARY CENTRE REQUIREMENTS** : R1 042 827 per annum (All-inclusive salary package) (as per OSD prescripts).
: Transport and Public Works, Western Cape Government
: Mechanical Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Mechanical Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving license. Recommendation: Working knowledge in design of Health Engineering Services (HVAC, medical gases, -compressed air & vacuum systems, hot water generation, sterilisation, fire protection, water supply, waste disposal-and drainage, etc.) systems; Willingness to travel on a regular basis; Working knowledge of the relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Experience in programme and project management; Experience of contract documentation and administration, Act/regulations of Occupational Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation. Competencies: Knowledge in the following: Computer support design of building and services; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and

		development skills; Public sector procurement; Technical report writing skills; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office, Excel); Ability to work under pressure; Written and verbal communication skills.
<u>DUTIES</u>	:	Design and installation of mechanical engineering works for Health Facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of mechanical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel 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 engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	MS J Thomas at Tel No: (021) 483 2004
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/283</u>	:	<u>DEPUTY DIRECTOR: LOGISTICS AND MOVEABLE ASSET MANAGEMENT</u> <u>REF NO: TPW 2019-140</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive salary package)
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' management experience in Supply Chain Management environment. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management legislation; Proven computer literacy; Verbal and written communication; Financial reconciliation skills.
<u>DUTIES</u>	:	Establish, develop and implement: A logistics and moveable asset management system; Effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures compliant with application legislative requirements; Ensure that the LOGIS system is effectively utilised for provisioning, stock control and reporting in compliance with users and legislative requirements; Ensure the Vulindlela System is effectively utilised as a management information system to monitor and report on revenue; Manage the performance of assigned personnel to achieve (agreed) Key Result Areas (KRAs) that are derived from the Sub-Directorate's work plan/ project plans; Manage all projects allocated to the directorate; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the

		achievement of assigned projects and goals; Manage information by applying tools and technologies to inform decision making in government operations.
<u>ENQUIRIES</u>	:	MS S Andrews at Tel No: (021) 483 5180
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/284</u>	:	<u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): STRUCTURE DESIGNS</u> <u>REF NO: TPW 2019-130</u>
<u>SALARY</u>	:	Grade A: R718 059 - R766 278 per annum Grade B: R809 631 - R872 220 per annum Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed), based on recognisable prior experience
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional Engineer Or have submitted with ECSA for Professional registration as an Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving license. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.
<u>ENQUIRIES</u>	:	Mr J. Neethling at Tel No: (021) 483 0537
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/285</u>	:	<u>CHIEF WORKS INSPECTOR: TECHNICAL SERVICES - BUILDING REF NO: TPW 2019-137 (X2 POSTS - GEORGE)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S stream or equivalent qualification) OR N3 with a passed trade test OR Registration as an Engineering Technician. A minimum of 3 years' experience in the built/building environment; a valid driving licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	:	MS X Mbatha at Tel No: (044) 805 8700
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

- POST 29/286** : **CHIEF WORKS INSPECTOR: TECHNICAL SERVICES - ELECTRICAL (GEORGE) REF NO: TPW 2019-141**
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream or equivalent qualification) OR N3 with a passed trade test OR Registration as an Engineering Technician. A minimum of 3 years' experience in the built/building environment; A valid driving licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
- DUTIES** : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
- ENQUIRIES** : MR A. Manuel at Tel No: (044) 805 8700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 29/287** : **ADMINISTRATIVE OFFICER: FINANCIAL SUPPORT REF NO: TPW 2019-134**
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Financial Accounting with a minimum of 1 year relevant experience; A valid code B driving license. Competencies: Knowledge in the following: Financial Instructions; Financial systems; Supervisory skills; Report writing; Planning and organising; Punctual; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Financial administration; Supervision of staff; Management of GG vehicles; Financial document control; Budgeting; Assets Management; Supply Chain Management.
- ENQUIRIES** : MS E Searle at Tel No: (021) 483 0271
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 29/288** : **ADMINISTRATION CLERK: GENERAL OFFICE SUPPORT SERVICES (GEORGE) REF NO: TPW 2019-139**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Competencies: Good understanding of the following: Application of relevant legislation; Relevant systems (e.g. EPSI, LOGIS, BizProjects and BAS); Contract administration; Health Safety Act and relevant regulations; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Record keeping skills; Problem solving skills; Organising and negotiation skills.
- DUTIES** : Provide a reception service; Enquiries and complaints from clients; Referral of clients; Provide office administration; Provision of effective record keeping; Provide logistical support; Arrange GG transport and subsidised vehicle claims; Arrange travelling and accommodation; Responsible for the upkeep and purchases of stock and stationery; Preparation of DITCOM applications; Check and verify contractor invoices; Capturing and processing of payments; Asset management.
- ENQUIRIES** : MS A Cronje' at Tel No: (044) 805 8796

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

POST 29/289 : **MACHINE OPERATOR: GENERAL OFFICE SUPPORT SERVICES (GEORGE)**
REF NO: TPW 2019-136

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 8/ABET Level 3 Competencies: A good understanding of the following: Mechanical matters; Contract administration; Occupational Health and Safety Act and relevant regulations; Communication skills in two of the three official languages in the Western Cape; Computer literacy.

DUTIES : Operate the photocopier machines; Binding and laminating of documents; Provide counter service; Perform minor maintenance on the photocopier machine; Make requisition for photocopying materials; Assist with ad-hoc administrative requests.

ENQUIRIES : MS A Cronje' at Tel No: (044) 805 8796
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

CLOSING DATE : 02 September 2019