



PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 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.

AMENDMENT

NORTHERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM: Kindly note that the post of Registrar with Ref No: NCPA1/2019 advertised in Public Service Vacancy Circular 04 dated 01 February 2019, the post is for 5 year fixed term contract, the requirements should read: Admitted as an Advocate or Attorney, At least 8 years appropriate post legal qualification experience and also the closing date has been extended to 22 February 2019.

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DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Thubane
- CLOSING DATE** : 22 February 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element 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 competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

MANAGEMENT ECHELON

- POST 05/01** : **CHIEF INFORMATION OFFICER REF NO: 25621/03**
Three (3) years renewable contract
Branch: Office of the Director-General
- SALARY** : R1 446 378 per annum (all inclusive remuneration package)
- CENTRE** : National Education Collaboration Trust (NECT)
- REQUIREMENTS** : The ideal candidate should possess a relevant undergraduate qualification (NQF level 7) and a post graduate qualification in Computer Science, Information Systems, Business Administration or related field. At least 8 to 10 years of experience at a senior managerial level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation, Customer Focus, Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, ICT Strategic Leadership and Capability, ICT Programme and Project Management Delivery, Business Enterprise Knowledge, IT Risk and Security. Attributes: Transformational, Innovative and creative, Results-Oriented, Risk Management, Good Interpersonal Relations, Confidentiality, Ethical, Judgement. The candidate must be confident, trustworthy, accurate adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively. Further Requirements: Extensive Experience in managing IT in a large organisation. Preferably five or more years of experience in related, industry leading , large, cross functional teams and/or enterprise wide programmes, influencing senior –level management and key stakeholders effectively across the organisation and within complex contexts. Demonstrated experience in IT strategic planning, organisation design and development.

DUTIES

: The successful candidate will be responsible for providing strategic ICT vision and operational information technology (IT) leadership for the Department and will be accountable for directing, planning, organizing and controlling all ICT functions for DBE. Oversee the development and execution of Departmental wide IT strategy and overall responsibility of direction setting and management of IT function. Oversee the effective IT programme management and project management delivery capabilities. Manage IT risk and security and governance. Drive process/system improvements to optimise systems functionality to achieve organisational goals. Manage key external and internal relationships. Lead and drive IT financial management. Manage identified and ad-hoc ICT projects for the Director-General.

ENQUIRIES

: Dr M Pillay Tel No: 012 357 3309/3361

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. 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: cogta33@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- CLOSING DATE** : 01 March 2019
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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, certified ID and copies of 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. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

- POST 05/02** : **CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS POLICY AND PRACTICE REF NO: 25617/01**
- SALARY** : An all-inclusive remuneration package of R 1 189 338 per annum (Level 14). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Development Studies/Politics/Public Finance, Governance/Humanities or equivalent qualification as recognized by SAQA with 5 years' relevant experience at senior management level. Technical competencies: Structure of the state and system of Intergovernmental Relations, Local Government legislation and system of government, Policy development, review and implementation of technical processes.

DUTIES

: The successful candidate will perform the following duties: Oversee development, review and implementation of policy frameworks and legislation to promote stronger multi-sphere and interdisciplinary coherence within the system of cooperative government. Provide oversight to improve the delegation and management of powers and functions through research and analysis and provide inputs to policy development and amendments. Oversee the development of an effective system of intergovernmental relations through collaborative practice, advocacy and leadership

ENQUIRIES

: Mr TB Fosi Tel No: (012) 334 0798

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- CLOSING DATE** : 22 February 2019 (Applications received after the closing date and faxed copies will not be considered).
- 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 05/03** : **DEPUTY DIRECTOR BUDGET MANAGEMENT, DEF SEC FMO REF NO: CFO 19/1/1**
Finance Management Division
Chief Directorate: Budget Management
Sub-directorate: Def Sec FMO
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11)
: Pretoria
: Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in financial management/accounting. A minimum of five (5) years budget management experience as Assistant Director or equivalent level. Knowledge: Good working knowledge of estimating, budgeting, expenditure control cash flow management and the policy, procedure and processes regarding budget management in the Public Service thorough knowledge of and ability to prepare and conduct effective decision briefs and presentations to executive authorities. A thorough working knowledge of the financial processes of the Public Service.

Proficient in financial regulatory frameworks in the Public/Private Sector, augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Best practice budget management skills, including the drafting and submission of decisions briefs, estimates of expenditure and revenue, cash flow plans, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to write and effectively apply budget policy. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and an eye for detail. Capability: Demonstrate capability to interpret higher order budget guidelines and convert to programme guidelines, negotiation skills, project management skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control, inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models. Demonstrated ability to write programmes to extract management information from a central data repository law clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with client's efficiently whilst functioning with little to no direct supervision. Confident, respectful and articulate communication skills (verbal, written and visual) with good listening skills and an open mind to critique or suggestions.

DUTIES

: Execute all budgeting duties and responsibilities for the Chief of the Def Sec FMO as specified by the Public Finance Management Act (PFMA), the Treasury regulations, Financial Regulations as well as the Manual on Financial Planning and Budgeting System of the State. Interpret, formulate and issue budget policy, prescripts and guidance for all budgeting responsibilities within the Def Sec. In conjunction with Director Budget (D Bud), create and maintain a costing data-base, which is accurate, valid and reliable. Prepare briefing to or appearance before Cabinet, Parliament, Inter Departmental or Corporative Division Boards Councils and Committees. Manage and ensure the continuous quality improvement of personnel in the budgeting environment and improve the competency levels of personnel in the section. Establish and maintain a Financial Baseline Management capability for the Def Sec FMO and related projects. Manage and maintain the corporate budget management of the Def Sec FMO. Compile and present the budget and schedule of sensitive projects. Financial management of the Special Defence Account and its acquisition projects. Financial planning, budgeting and costing. Financial control over expenditure. Financial decision-making, analysis and the evaluation of financial compliance and performance. Informed financial advice and guidance. Compile and present reports, presentations and submissions as required by external stakeholders or internal clients. Generic administrative functions associated with being a section head.

ENQUIRIES

: Ms N.S. Tyibilika Tel No: (012) 355 5842

POST 05/04

: **SENIOR STATE ACCOUNTANT REF NO: CFO 19/1/2**
Finance Management Division
Chief Directorate: Budget Management, SA Army Budget Management Office

SALARY
CENTRE
REQUIREMENTS

: R299 709 per annum (Level 08)
: Pretoria
: Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma with Finance/Accounting related subjects with a minimum of three years budget experience or Grade 12 certificate with finance related subjects with a minimum of seven (7) year's budget experience. At least three (3) years practical experience in a supervisory capacity. Knowledge of Financial Management System (FMS)/ Basic Accounting System (BAS), Information Centre (IC) or any other financial system. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process within the DOD/Public Service and related transactions on FMS/BAS or any financial system. Creative, strong mathematical,

problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Added advantage: Possession of a valid RSA /Military driver's licence to conduct staff duties and attend meetings.

DUTIES : Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. To be able to act fully in the absence of the Assistant Director. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR's). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI'S) for potential irregularities and compilation of reports to the client. Managing and supervising all subordinates and being accountable for all security of information and material under his/her control.

ENQUIRIES : Mr M.M. Netsianda Tel No: (012) 355 1131
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

POST 05/05 : **SENIOR STATE ACCOUTANT REF NO: CFO 19/1/3**
 Finance Management Division
 Chief Directorate Budget Management, Def Sec FMO
 This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 plus three year Degree/National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. Knowledge of Financial Management System (FMS) and Information Centre, Information Centre (IC)/ BAS (Basic Accounting System) or any other financial systems. Knowledge of Finance and Information Management. Skills: Ability to draft complex programs/reports. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process and related transactions on FMS/BAS or any other financial systems. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering ito task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of a RSA valid driver's license/Military driver's licence to conduct staff duties and attend meetings. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage.

DUTIES : Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and

expenditure control documentation. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR's). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI'S) iro potential irregularities and compilation of reports to the client. Managing and supervising all subordinates and being accountable for all security of information and material under his/her control.

**ENQUIRIES
APPLICATIONS**

: Mr E. Ridgard Tel No: (012) 355 5510
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

POST 05/06

: **SENIOR STATE ACCOUNTANT REF NO: CFO 19/1/4**
 Financial Management Division
 Chief Directorate Budget Management
 Budget Management Office Joint Operational Headquarters

**SALARY
CENTRE
REQUIREMENTS**

: R299 709 per annum (Level 08)
 : Swartkoppark, Pretoria
 : Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma with Finance/Accounting related subjects, with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects, with a minimum of seven years relevant experience. At least three (3) years practical experience in a supervisory capacity. Ability to understand, interpret and correctly applying the Budget Management and Budget Control policy and prescripts. Well-developed knowledge of the budget management and budget control process in the Public service/ Private sector would serve as a strong recommendation. Practical experience of utilizing the Financial Management System (FMS)/BAS and IC or any other financial system recommended. Knowledge of financial management practices. Fully computer literate in MS Word, MS Excel and MS PowerPoint. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations (TR's) and Procurement Prescripts. Well-developed reasoning, organizing, problem solving, facilitating, report writing and budgeting skill. Well-developed verbal and written communication skill. Good interpersonal relations. Honesty, integrity, hardworking, ethical, decisive, perceptive, positive, creative, good team work. Ability to effectively and efficiently communicate. Added advantage: Being in possession of valid RSA/Military driver's license.

DUTIES

: Execute proper expenditure control within area of responsibility and ensure that all related reports are compiled. Prepare Financial Authorisation (FA), Schedules and present at Budget control Committee (BCC). Report on monthly cash flow deviations. Evaluate Quarterly Budget to determine surpluses/shortage and manage reallocation of fund. Assist in compiling of level 2 MTEF (Medium Term Expenditure Framework) requirement in accordance with prescripts and guidelines and compile the MTEF budget presentation. Participate in preparing and maintaining of a budget management capability. Administrate domestic revenue. Initiate internal payment, compile journal requests and obtain approval. Participate in planning of military exercises and the compiling of budgetary guidelines. Assist in the managing of GRC (Governance, Risk and Compliance) related matter in AoR. Assists and supply advice to clients and stakeholders. Attend and conduct presentation at meeting and planning sessions as and when required. Effectively supervising and managing subordinates.

**ENQUIRIES
APPLICATIONS**

: Mr L.L. Ngidi Tel No: (012) 674 5704
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street,

Pretoria where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number).

POST 05/07 : **FINANCE CLERK SUPERVISOR REF NO: CFO 19/1/5**
Finance Management Division
Chief Directorate Budget Management
Sub-Directorate Chief Corporate Staff, Command Management Information Systems (CMIS)
Division Budget Management Office

SALARY : R242 475 per annum (Level 07)
CENTRE : Eco Park (Centurion) Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 Certificate plus three year Degree/National Diploma with finance related subjects with a minimum of two (02) years' experience in Finance Management environment or Grade 12 certificate with finance related subjects with a minimum of three (3) years' experience in Finance Management environment. Knowledge of the Budget and Budget Control process and related transaction. Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Effective management skills. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering in terms of task finalisation. Knowledge of computer system used in the Public Service/Private sector. Knowledge of Financial Management System (FMS) and Information Centre (IC)/Bas or any other financial systems. Added advantages: In possession of a RSA/Military valid drivers' licence and willing and able to travel as and when required. Budget and Budget Control course will also be added advantage.

DUTIES : Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures in accordance with Public Finance Management Act (PFMA) and National Treasury Regulations. Assisting with budgeting and budget control as performed at level 2, 3 and 4 as well as preparing budgeting and budget control documentation. Assisting with the Financial Authority (FA) process and approval of expenditure. Preparing cash flow reports for the client. Manage allocation of funds for the client. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the client through IC Reports and MS Power Point presentations. Assisting in executing of budgeting processes linked to the Annual Performance Plan (APP) of the client as and when required. Capture budget estimates and motivations for the client. Administering of cash purchase requisitions for the client. Assist in the administration of the authorisation of subsistence and travel allowance for the client in accordance with National Treasury Instructions and DOD Policies. Supervising all personnel who resort under the post.

ENQUIRIES : Mr M. A. Marescia Tel No: (012) 355 6243
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number)

POST 05/08 : **FINANCE CLERK SUPERVISOR REF NO: CFO 19/1/6**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Finance Support Services
Contract Administration Section
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 plus three year Degree/National Diploma in Public Administration or Law with two (2) years' experience in Contract

Management /Administration environment or Grade 12 certificate with three (3) years' experience in Contract Management/Administration environment. Good knowledge and understanding of Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations and Prescription Act. Analytical thinking ability and problem solving skills. Communication skills (verbal and written). Ability to compile reports, letters, submissions and minutes. Able to draft and have presentation skills. Ability to work and draft documents in MS Package (Excel, Word and Access). Must be able to work in a team and function independently. Must have good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in respect of task finalisation. Must have a RSA/Military valid driver's licence. More years' experience in contract administration in State Funded Education, Training and Development (ETD) will be an added advantage.

DUTIES : Perform general office tasks: Receiving and registering of contracts for state-funded studies, formal and other service contracts. Analyse the study contracts for compliance with legislative framework. Evaluate and process reimbursement applications from Services and Divisions. Capture and update contracts on the system. Verify and submit contracts for endorsement. Compile and submit monthly reports to management. Maintain the filing and archive system. Supervise junior officials. Provide training of subordinates and new appointees under your direct supervision. Monitor and ensure compliance to prevailing regulatory framework. Assist in the coordination and execution of administrative tasks. Attend meetings as and when required. Handle queries and enquiries from Services and Divisions. Liaise with other stakeholders and role-players.

ENQUIRIES : Mr L.S. Khotle Tel No: (012) 392 2557
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

POST 05/09 : **FINANCE CLERK REF NO: CFO 19/1/7**
 Financial Management Division
 Chief of Finance SANDF
 Budget Management Office SA Navy

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects. Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and the PFMA. Well-developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. Decisive/persevering in respect of task finalization and able to effectively function under pressure. Basic knowledge of the budget process as well as the basic financial function. Knowledge of computer systems and programs, including Word Processing and Spread sheets. The successful candidate will be required to complete all relevant courses. Added advantage: Post Matric qualification in Finance. A minimum of one year relevant experience. Being in possession of a valid vehicle driver's license.

DUTIES : Assist the Budget Manager and Chief Accounting Clerk in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager during presentations. Maintain an effective internal filing system. Collecting/delivering budget related documentation from and to other directorates/sections. Assisting management with regard to general administrative functions at the Budget Management Office SA Air Force.

ENQUIRIES : Ms R.E. Mamaguvhi Tel No: (012) 339 4202

- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- POST 05/10** : **FINANCE CLERK REF NO: CFO 19/1/8**
Finance Management Division
Chief Directorate Budgeting
Fleet Command Budget Management
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Simon's Town (Cape Town)
REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects. Knowledge: Ability to understand and interpret basic financial policy. A basic knowledge of financial policy and PFMA Skills: Sound reasoning, mathematical and problem solving skills. MS Word, Excel, PowerPoint Well developed verbal and written communication skills. Personal attributes: Able to compile effective reports and statistics and basic knowledge. Trustworthy, honest and loyal. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalisation and able to effectively function under pressure. Be able to compile effective reports and statistics. Successful completion of the Budget Management Courses will be a strong recommendation Basic knowledge of the Budget process. Added advantage: Post matric qualification in finance. Minimum of one year relevant experience. A valid RSA driver's license/Military driver's license.
- DUTIES** : Assist in expenditure information, historical information and statistics for the Fleet Budget Manager. Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry for incoming/outgoing correspondence and maintain a filing system for the fleet Budget Manager. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at fleet Budget Management office. Prepare and compile budgetary and expenditure control documentation e.g. Expenditure graphs, expenditure reports, monthly financial reports, financial Authority (FA documents and motivations. Maintain a register of funds reallocations and FA applications as well as updating the database on the financial management system (FMS). Assist with the preparation of monthly Early Warning Reports (EWR's). Assist in the management of logistical and stationary requirements of fleet Budget Manager and take roll call of Fleet Budget Management Office.
- ENQUIRIES** : Ms R.E. Mamaguvhi Tel No: (012) 339 4202
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- POST 05/11** : **SENIOR SECRETARY REF NO: CFO 19/1/9**
Finance Management Division
Chief Directorate Financial Services
Directorate Finance Support Services
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate with computer certificate and exposure to general secretarial duties. Grade 12 with Commercial subjects will be an added advantage. Special skills requirements: Computer literate (Excel, PowerPoint, and Word). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.

DUTIES

: Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.

ENQUIRIES

: Ms M.P. Molefe Tel No: (012) 392 2558

APPLICATIONS

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

DEPARTMENT OF JUSTICE AND 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 : 25 February 2019

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. 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.

MANAGEMENT ECHELON

POST 05/12 : **CHIEF MASTER REF NO: 19/10/MAS**

SALARY : R1 446 378 – R1 629 348 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An appropriate LLB Degree or recognized 4 year legal qualification (NQF level 8); 8 years of experience at a senior management level of which 5 years should be in the Master's environment; Knowledge of all spheres of law including interpretation of statutes, administrative law, law of contracts and asset forfeiture; Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Provide strategic leadership to the Office of the Master of the High Court; Formulate policy, strategy and facilitate operational risk management across the Master of the High Court; Manage and provide corporate governance to the Master of the High Court's operations in terms of the enabling legislations; Facilitate and manage the stakeholder relations for the Masters Branch; Manage the finance of the Branch as delegated; Provide effective people management.

ENQUIRIES : Mr. S Maeko Tel No: (012) 315 1996

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

OTHER POSTS

- POST 05/13** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 19/01/KZN**
(Re-Advertisement)
- SALARY** : R697 011 – R821 052 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : A Degree or 3 years National Diploma in Public Management / Administration or equivalent qualification; Minimum of 3 years' experience in either Building Management / Maintenance or Project Management; Three (3) years practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of assets; A valid driver's license. Skills and Competencies: Project Management; Financial management skills; Leadership and management skills; Communication skills (verbal and written); Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; conflict management skills; Continual learning and information search; Computer literate.
- DUTIES** : Key Performance Areas: Manage overall space of the Region; Monitor and report on all major projects undertaken in the region; Monitor proper implementation of Departmental Maintenance Plan as well as day to day Maintenance; Form part of the planning processes and Liaise with DPW for acquisition of land for the construction of new facilities; Prepare and manage Provincial maintenance, Property plans and budget; Assist in identifying and compiling submissions for inclusion of offices in RAMP projects; Provide facilities management services including procurement of leased accommodation, maintenance and capital works projects identification and support; Provide office support services (including information, document management, technology and transport management).
- ENQUIRIES** : Mr J.N. Mdaka Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
- POST 05/14** : **COURT MANAGER (X3 POSTS)**
The post is a re-advertisement; candidates who previously applied are encouraged to re-apply.
- SALARY** : R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Maphumulo Ref No: 19/02/KZN
Magistrate Vanderbijlpark (1) & Magistrate Daveyton (1) Ref No: 2019/09/GP
- REQUIREMENTS** : Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within the Sub-District of Maphumulo Local Municipality; Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant

- users; Develop and implement customer service improvement management; Manage service level agreements.
- ENQUIRIES** : KwaZulu- Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : **KwaZulu-Natal:** Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
Gauteng: Private Bag X6, Johannesburg, 2000, 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 05/15** : **ASSISTANT DIRECTOR: FINANCE REF NO: 2019/11/GP**
- SALARY** : R356 289 – R430 389 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office Gauteng
- REQUIREMENTS** : Degree or 3 year Diploma in Financial Management or equivalent qualification; Three years relevant financial experience; At least three years supervisory experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Budgeting process in Government and Persal; Ability to work extended hours, when required; A valid driver's license
Skills and Competencies: Planning and Organisation; Ability to work under pressure; Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external Clients; Strong leadership and management capabilities; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Execute all budget control management duties and responsibilities as specified in the PFMA, Treasury Regulations and DFI(Departmental Financial Instructions); Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the province; Allocate, update and maintain the budget on BAS; Monitor expenditure allocations and amend erroneous allocations(Journals); Responsible for the annual submission of the Adjustment Estimates and Medium Term Expenditure Framework(MTEF); Provide Support and training to financial stakeholders; Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management; Responsible to monitor, check and support the Systems and Account Section(payment of S&T claims) as well as cashier's office); Perform other duties as required by the Regional Finance& SCM Director.
- ENQUIRIES** : Mr. SF Ledwaba Tel No: (011) 332 9077
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: Regional Office, Gauteng Private Bag X6, Johannesburg, 2000, 94 Pritchard Street; 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
- POST 05/16** : **ASSISTANT DIRECTOR ADMINISTRATION REF NO: 19/03/KZN**
(Re-Advertisement)
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate, Durban
- REQUIREMENTS** : B Degree/National Diploma in Public Administration or NQF Level 6 Equivalent; Three years supervisory and Administration experience; Knowledge and application of the Public Finance Management Act, National Treasury Regulations, Departmental Financial Instructions as well as Supply Chain Management; Knowledge and understanding of Public service Regulatory Framework as well as the Constitution of South Africa; Proven Track record of Program/ Project Coordination; Basic knowledge of the core functions of the office of the Family Advocate; A valid driver's license. Skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management;

- Accuracy and attention to detail; Understanding confidentiality in Government; Communication (oral and written) skills; Computer literacy (MS Office, intranet and Internet); Presentation skills; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Policy analysis and implementation; Financial management.
- DUTIES** : Key Performance Areas: Manage and supervise administrative staff in the office of the Family Advocate within the specified region; Manage financial, assets, procurement and budget functions; Prepare accurately, complete and timely, monthly statistical and financial reports; Ensure effective internal controls regarding financial and administrative risk; Furnish monthly, quarterly and annual expenditure analysis, G-Fleet and compliance reports; Oversee Employee Relations and Human Resource Development of Administrative staff in the region.
- ENQUIRIES** : Mr J.N. Mdaka Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
- POST 05/17** : **LEGAL ADMINISTRATION OFFICER (MR 5) REF NO: 2019/12/GP**
- SALARY** : R353 253 – R867 399 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office Gauteng
- REQUIREMENTS** : An LLB Degree; At least 8 years' appropriate post qualification legal experience; Sound Knowledge of the South African Legal System; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filling skills; Report writing skills; Research ability; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Recover and or dispose of losses of/damage to state money and property in accordance with the provisions of Chapter 11 and 12 of the Treasury Regulations and Departmental Financial Instructions; Liaise with internal and external stakeholders(such as Auditors, Office of the DPP ,State Attorney ,SAPS and other Government Departments; etc) in respect of such loss control; Liaise with State Attorney on loss cases; Prepare various reports on the status of losses in the province; Draft Legal documents for and give legal advice to Regional Head and Senior Management on variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions; representations and complaints from civil society and other government Department; Perform Legal research; Supervise staff in the unit; Conduct awareness and training on loss control to courts and all relevant units within the Regional Office.
- ENQUIRIES** : Mr. S F Ledwaba Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 05/18** : **ADMINISTRATION OFFICER REF NO: 19/VA10/NW**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Odi Magistrate Court
- REQUIREMENTS** : Three year Bachelor's degree/National diploma in Public Management/ Administration or equivalent; Two years relevant experience; Experience within the Court environment will serve as an added advantage; Sound knowledge of supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; Sound knowledge of supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; A valid driver's licence. Skills and competencies: Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of human resources management; Computer literacy (Microsoft packages); Sound knowledge of asset management; Good interpersonal relations; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Control of the sections related to Family Courts; HR and Supply Chain; Management of the finance of the office (Third Party funds and Vote

Account); Manage the criminal and civil court administration sections; General supervision of administration staff and implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at court; Co-ordinate; Manage and administer support services to Case Flow Management and other court users to ensure delivery of Justice; Implement Departmental policies; Manage and maintain prescripts related to the functions of the DOJ& CD and Public Service in general; Facilitate training and development of court personnel; Management of performance in the office; Performance of any other duties necessary to ensure smooth office running.

ENQUIRIES : Ms. P. Lekoma Tel No: (018) 397 7031
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

POST 05/19 : **ADMINISTRATIVE OFFICER REF NO: 19/16/KZN**

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Nkandla
REQUIREMENTS : A Bachelor's degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES : Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES : Mr J.N. Mdaka Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

POST 05/20 : **MAINTENANCE INVESTIGATOR REF NO: 19/17/KZN**

SALARY : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Courts, Vryheid
REQUIREMENTS : A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license code EB; Knowledge of computer literacy (experience in MS Word and Excel); Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all

services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.

DUTIES : Key Performance Areas: Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.

ENQUIRIES : Mr J.N. Mdaka Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

POST 05/21 : **MAINTENANCE OFFICER (X2 POSTS)**

SALARY : R186 828 – R475 773 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court: Pinetown Ref No: 19/12/KZN, (MR1- MR5)

Magistrate Court Potchefstroom Ref No: 19/VA06/NW, (MR1 – MR4)

REQUIREMENTS : An LLB Degree or recognized 4 year legal qualification. Knowledge of the maintenance system and family law matters. Knowledge of Maintenance Act (Act 99/1998); A valid driver's licence. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Ability to work under pressure; Communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

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

ENQUIRIES : Mr J.N. Mdaka Tel No: (031) 372 3000

Ms. L. Shoai Tel No: (018) 397 7054

APPLICATIONS : **KwaZulu-Natal:** Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban.

North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

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.

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700
Physical address 42A Schoeman Street Polokwane 0700
- FOR ATTENTION** : Human Resources Operations, Limpopo
- CLOSING DATE** : 25 February 2019 at 16:00
- 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(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 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 POST

- POST 05/22** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)**
- SALARY** : R241 908 – R459 294 (OSD)
- CENTRE** : Labour Centre: Tzaneen Ref No: HR4/6/6/25 (X1 Post)
Labour Centre: Modimolle Ref No: HR4/6/6/26(X1 Post)
- REQUIREMENTS** : Four years Nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with minimum ten years experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment, Registration with the South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
- DUTIES** : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of

ENQUIRIES

occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
: Ms. Maluleke TE Tel No: (015) 290 1662

NATIONAL TREASURY

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

- APPLICATIONS** : E-mail to recruit.irep@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.
- CLOSING DATE** : 22 February 2019 at 12:00
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury No longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 05/23** : **CHIEF DIRECTOR: MULTILATERAL DEVELOPMENT AND CONCESSIONAL FINANCE REF NO: S007/2019**
 Division: International and Regional Economic Policy (IREP)
 Purpose: To provide support to the Minister of Finance (Mof) pertaining to responsibilities emanating from the World Bank, African Development Bank and OECD through their constituencies and representatives.
- SALARY CENTRE REQUIREMENTS** : R1 189 338 per annum (all-inclusive remuneration package)
 : Pretoria
 : A Degree in Economics as recognised by SAQA, A Postgraduate degree in Economics will be an added advantage, A minimum 5 years' experience obtained at a senior management level obtained in economic research and economic policy development. Knowledge and experience of government or related financial / development institutions, In-depth experience of policy development and analysis, Knowledge of the government broader policy framework on international/regional engagements.
- DUTIES** : Develop concepts reflecting South Africa's priorities for bi-annual and annual meetings of the World Bank, International Monetary Fund (IMF), and the African Development Bank (AfDB), Pursue support for these positions through key caucus groups and institutions that include the G24, the Commonwealth, the United Nations the G20 and BRICS in conjunction with National Treasury and DIRCO, Analyse the bilateral and plurilateral strategies pursue by South Africa in the region to get clear directions for policy development and integration. Stakeholders Engagement: Manage the relationship with the Multilateral Development Banks (MDB's), and the delivery of bilateral or country partnership agreements, Engage with constituencies within the MDBs, OECD and IMF headquarters through the constituency groups and related structures, such as the Africa Caucus Multilateral Development Banks: Participate in the planning and preparation of discussions with stakeholders in the development of the schedule and recommendations for strategic engagement, Coordinate and prepare speeches, briefing notes and reports for the National Treasury senior stakeholders on issues raised at the meetings of MDB's and OECD, Promote Regional Economic Integration: Prepare policy briefings in line with mandate of the National Treasury and national

ENQUIRIES

government interest, Represent South Africa in the replenishment of International Development Association and African Development Finance, Drive policy direction of IDA and ADF in line with South Africa's interests in the African Region.
Ms Caroline Modibane Tel No: 012 315 5092

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 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** : 01 March 2019, 15h45
- NOTE** : 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. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to a practical test. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 05/24** : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER REF NO: SAO: COM/01/2019**
- SALARY** : R242 475 per annum (Level 07) (excluding benefits)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three year post matric qualification (National Diploma or Bachelor's Degree) in Social Sciences, Public Administration/Management or Human Resource Management (NQF Level 6/7). At least 2 – 3 years' relevant experience. Advanced computer literacy in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation and a valid driver's license (with exception of people with disabilities).
- DUTIES** : The successful candidate will: render administrative support to the Commissioner. Provide secretary and personal assistant services to the Commissioner. Control expenditure in the Office of the Commissioner. Coordinate information for the Commissioner's reporting and cluster commitments. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administer office correspondence/ document. Draft and type correspondence/documents including PowerPoint presentations. Maintain and manage the filing system. Organise meetings/ workshops and take minutes during meetings. Administer the Commissioner's diary. Act as a receptionist for the Commissioner and the Office. Liaise with internal and external stakeholders on behalf of the Commissioner.
- ENQUIRIES** : MS LC Viviers Tel No: (012) 352 1145

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



CLOSING DATE : 22 February 2019 at 16h00
NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 05/25 : **DIRECTOR: PRECINCT CONCEPTUALISATION & MASTER PLANNING (PLANNING & PRECINCT DEVELOPMENT REF NO: 2019/36)**

SALARY : R1 005 063 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS : Head Office: Pretoria
 : An Undergraduate qualification (NQF Level 7) in Town and Regional Planning with extensive relevant applied post-registration experience in various facets of metropolitan planning and property development of which five (5) years must be at a middle/senior managerial level. Registration as a Professional Planner with the South African Council for Planners (SACPLAN) is compulsory. Valid driver's license and willingness to travel extensively. Experience in urban design will serve as an advantage. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government social services. Inter-related macro/micro design aspects related to the revitalization and development of metropolitan urban centres for improved metro inner-city (CBD) economics. Development of concept development and site development to meet inner-city regeneration and initiatives. Project management principles (including coordination of various activities of others). Liaison with metropolitan authorities / structures. Feasibility studies. Legislative and legal aspects of built environment developments and informed decision making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report-writing and presentation skills. Computer literacy.

DUTIES : The main purpose of this position is to manage spatial development for State accommodation solutions within the spatial development plans of metropolitan municipalities to ensure integration. This is to be achieved through, inter-alia: Collaboration with clients and communities regarding needs and distribution exploration. Government estate footprint assessment and adjustment. Definition of short, medium and long term based State interventions. Development of opportunities into packaged accommodation solutions. Integration of site development plans with urban fabrics of metropolitan municipalities. Identification of State assets for brownfield and Greenfield developments

ENQUIRIES : Ms. S Subban Tel No: (012) 406 2044/1790

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 05/26 : **DIRECTOR: EPWP SOCIAL DEVELOPMENT SPECIALIST REF NO: 2019/37**

SALARY : R1 005 063 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office: Pretoria

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Social Sciences, Social Work, Development Studies or related studies plus 5 years relevant working experience at Middle/Senior level, A postgraduate qualification will be an added advantage. The candidate must have knowledge of Government's Development Agenda, Government Anti-Poverty Strategy and Public Employment Programs. Good analytical, innovative, problem solving/intervention and interpersonal relations, writing and leadership skills. Knowledge of public sector administrative procedures and processes, public finance management, contract management, and stakeholder management. Experience in people management and conflict management. Experience in research methodologies, knowledge of policy and guidelines development, strong strategic management and planning, basic monitoring and evaluation. Good Programme/Project Management are also key requirements. Extensive experience in the Expanded Public Works Programme with specific reference to the Social Sector. Strong understanding of Social Sector institutional arrangements at all spheres of government, related legislation, policies and strategic frameworks. He/she must possess facilitation skills, good communication skills, and stakeholder management skills. Ability to communicate at strategic level and work under pressure /long hours. Be in possession of valid driver's license.

DUTIES : Organise internal capacity and budget resources for the Social Sector. Develop policies and guidelines for the Social Sector. Develop strategic, tactical and implementation plans for the Social Sector. Support the Lead sector department as mandated in the coordination of the EPWP Social Sector. Design and manage strategies to assist the sector in meeting its set targets. Provide Implementation support to public bodies implementing sector related programmes/projects at national, provincial and local levels. Monitor and ensure achievement of sector targets. Facilitate development /review of incentive models, frameworks and implementation manuals. Establish coordination and management structures for the sector incentive programme. Provide support for the management, implementation and accountability on the sector incentive programmes. Facilitate and commissioning of research for new expansion areas and to monitor impacts of sector programmes. Profile best practices. Compile and submit reports to various executive and management structures. Secure and manage the provision of technical, implementation and resource support to the sector. Manage contractual agreements of external partners/stakeholders.

ENQUIRIES : Ms Pearl Lukwago – Mugerwa Tel No: 012 4921425

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION : Ms N.P Mudau

POST 05/27 : **DIRECTOR: EPWP ENVIRONMENT AND CULTURE SECTOR REF NO: 2019/38**

SALARY : R1 005 063 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office: Pretoria

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Environmental, Agricultural and or related studies. Plus 5 years relevant working experience at Middle/Senior level. A postgraduate qualification will be an added advantage. The candidate must have in-depth knowledge of Government's Development Agenda, Government Anti-Poverty Strategy and Public Employment Programs. Good analytical, innovative,

problem solving/intervention and interpersonal relations, writing and leadership skills. Knowledge of public sector administrative procedures and processes, public finance management, contract management, and stakeholder management. Experience in people management and conflict management. Experience in research methodologies, knowledge of policy and guidelines development, strong strategic management and planning, basic monitoring and evaluation. Good Programme/Project Management are also key requirements. Extensive experience in the Expanded Public Works Programme with specific reference to the Environment and Culture Sector. Strong understanding of Environment and Culture Sector institutional arrangements, related legislation, policies and strategic frameworks. He/she must possess facilitation skills, good communication skills, and stakeholder management skills. Ability to communicate at strategic level and work under pressure /long hours. Be in possession of valid driver's license.

DUTIES : Organise internal capacity and budget resources for the Environment and Culture (E&C) sector. Develop policies and guidelines for the Sector. Develop strategic, tactical and implementation plans for the E&C sector. Design and manage strategies in collaboration with the Lead sector department as mandated in the coordination of the EPWP E&C sector, to assist the sector to meet its set targets. Secure and manage the provision of technical, implementation and resource support to the sector at national, provincial and local levels. Facilitate development /review of incentive models, frameworks and implementation manuals. Establish coordination and management structures in DPW for improved efficiency of the sector incentive programme. Provide support for effective management, implementation and accountability on the sector incentive programmes. Facilitate and commission research for new expansion areas and to monitor impacts of sector programmes. Manage contractual agreements of external partners/stakeholders. Monitor and ensure achievement of sector targets. Compile, submit and present reports to various operational, senior/top management and executive structures. Profile best practices.

ENQUIRIES : Ms Pearl Lukwago – Mugerwa Tel No: 012 4921425
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 05/28 : **DIRECTOR: EPWP PROGRAMME MANAGER**

SALARY : R1 005 063 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Bloemfontein Regional Office Ref No: 2019/39A
 Polokwane Regional Office Ref No: 2019/39B

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Social Sciences or equivalent qualification plus 5 years relevant working experience at Middle/Senior level. Relevant post-graduate qualification will be an added advantage. Work experience relating to the programme, financial, people management and stakeholder management and coordination, especially in cross cutting programmes or spheres. Knowledge: Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Labour-Intensive Methods of Construction, Stakeholder Management; Monitoring and Evaluation Methods, Communication, the Public Financial Management Act and Government prescripts. Skills: Numerical, Analytical, Computer Literacy, Planning and Organising, Project Management, Problem Solving, Report Writing, Financial Administration, Presentation, Decision Making and Research Methodology. Willingness to adapt to working schedule in accordance with office requirements. Valid Driver's License.

DUTIES : Manage the EPWP Regional office. Promote, establish and maintain relevant EPWP provincial and municipal structures and committees to ensure that EPWP work opportunities targets are reached. Have a technical understanding of all EPWP sector programmes and cross-cutting programmes such as enterprise development and training. Impart technical knowledge to all participating public bodies. Ensure effective monitoring and reporting against EPWP targets and objectives on a quarterly basis. Liaise effectively with the Provincial Coordinating

Departments and ensure streamlined implementation of the EPWP. Ensure that the programme is effectively communicated. Oversee the conclusion and implementation of all Sectoral incentive agreements. Provide strategic insight into expansion opportunities. Provide regular reports on progress within the province to Head Office. Identify best practice within the province and municipality, with the view of replication.

ENQUIRIES : Ms CJ. Abrahams Tel No: 012 492 3080
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION : Ms N.P Mudau

POST 05/29 : **DIRECTOR WOMEN EMPOWERMENT REF NO: 2019/40**

SALARY : R1 005 063 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office: Pretoria

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Social Sciences/Public Administration or related qualifications plus 5 years relevant working experience at Middle/Senior level in managing Gender and projects. A postgraduate qualification will be an added advantage. Sound knowledge and experience in Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations including Public Service Code of Conduct, Gender Equality; Gender Mainstreaming, Project Management including/programmes the Public Sector. Knowledge of Gender and Women Empowerment Legislative Frameworks. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organisational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Strong networking and partnership building skills.

DUTIES : Mainstream Gender into the Departmental Programmes, projects and Policies. Establish, co-ordinate and facilitate advocacy programmes in promoting gender sensitisation and responsiveness; Co-ordinate & implement effective strategies for advocacy & campaigns that increase the participation of women in DPW programmes; Establish mechanisms on stakeholder liaison regarding gender issues, Provide oversight, co-ordinate and monitor implemented programmes on women empowerment. Provide advice and support on the formulation and implementation of policies in the department for gender responsiveness; Provide inputs into the development of policies, strategies & legislative imperatives to address women empowerment; Provide inputs into the review of policies & methodologies and benchmark against international best practice; Promote policies & programmes that mainstream the economic empowerment and participation of women; Engage in the development of intervention plans for women's access & participation in the mainstream economy; Engage in interventions that promote women's access to funding opportunities; Engage in economic activities that are accessible to women to promote gender equality; Collate information for drafting of report, submissions, and briefing notes for the executive principals; Co-ordinate & convene stakeholder engagement on issues of gender & women empowerment; Provide support to the Chief Directorate through participation in various committees of the Department; Develop and implement a program of action on women empowerment programmes. Pro-actively identify risks that are related to implementation of the programmes and propose relevant solutions; Co-ordinate awareness sessions and staff training programs to raise awareness on Gender Based Violence (GBV). Manage staff & the financial resources of the Directorate in line with Public Finance Management Act (PFMA).

ENQUIRIES : Ms CJ. Abrahams Tel No: 012 492 3080
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION : Ms N.P Mudau

OTHER POSTS

- POST 05/30** : **DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT REF NO: 2019/42**
- SALARY** : R826 053 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A minimum tertiary qualification in Civil Engineering. The candidate must have Knowledge of construction Industry and project management, Experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government; Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently and Valid driver's license. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.
- DUTIES** : Provision of technical support to municipalities in the Western Cape Province to ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector by providing assistance in the following: selection of suitable projects, design of projects promoting the use of labour-intensive methods, setting of targets, development of EPWP municipal policies. Liaison with various stakeholders like Provincial Departments of Local Government, South African Local Government Association (SALGA), and the Municipal Infrastructure Support Agent (MISA) of the Department of Cooperative Governance to ensure that adequate technical support is provided to municipalities in the implementation of EPWP. Provide assistance to Municipalities in quarterly reporting on the EPWP reporting system. Provide assistance on the implementation of the EPWP Integrated Grant. Compilation of Provincial technical support reports.
- ENQUIRIES** : Mr O Tiya, Tel No: (012) 492 1409
- APPLICATIONS** : All Cape Town Regional Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms N. Mtsulwana
- POST 05/31** : **DEPUTY DIRECTOR: EPWP VUK'UPHILE LEARNERSHIP PROGRAMME REF NO: 2019/43**
- SALARY** : R826 053 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)
- CENTRE** : Durban Regional Office
- REQUIREMENTS** : A three year tertiary qualification in Built Environment or related field with extensive relevant construction industry experience. Ability to communicate at all levels, particularly at executive level; Sound analytical and problem identification and solving skills; Ability to meet tight deadlines whilst delivering excellent results; Knowledge of project management and construction management; Knowledge of Labour-intensive methods of construction; Knowledge of the structure and functioning of the Department and government and a Valid driver's license.
- DUTIES** : The effective management and coordination of the Vuk'uphile Programme for particular Public Bodies. Identify and recruit potential public bodies that can partner to implement the Vuk'uphile Programme. Assist in the provision of effective mentorship to the participants in the Vuk'uphile Programme. Assist in ensuring that learnership or contractor development projects are implemented and carried out according to EPWP policies and guidelines. Compile and submit updated reports on progress made. Compile and submit contractor assessment reports. The effective monitoring and reporting on the implementation of Vuk'uphile Programme for particular participating public bodies. Assist in developing and implementation of innovative implementation, funding and quality assurance models for the Vuk'uphile Programme. Liaise with all relevant stakeholders to ensure their buy-in and participation on the Vuk'uphile Programme for particular Public bodies.
- ENQUIRIES** : Mr T. Mackaukau Tel No: (012) 406 1450/1/2
- APPLICATIONS** : Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000

FOR ATTENTION : Mr R Joseph

POST 05/32 : **ASSISTANT DIRECTOR: VALUATION SERVICES REF NO: 2019/44**

SALARY : R444 693 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Real Estate (Property Valuation) with appropriate and relevant experience in property Valuations. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid unendorsed driver's licence. Knowledge of valuation of various types of properties and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advance report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Assist in the managerial functions and conduct valuation of various properties as delegated by the Director. Submit Valuation reports to the Land Affairs Board for assessment, ratification and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Assist in driving the mentorship programme for candidate valuers and associated initiatives. Promote the interest of the valuer's profession in general.

ENQUIRIES : Mr H Ndlovu Tel No: (012) 406 1888

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

- APPLICATIONS** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ **086 137 0202** should you experience any difficulties with your online application.
- CLOSING DATE** : 22 February 2019 at 16:00
- NOTE** : DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

- POST 05/33** : **DEPUTY DIRECTOR GENERAL: LAND TENURE AND ADMINISTRATION REF NO: 3/2/1/2019/058**
Branch: Land Tenure and Administration
This is a re-advertisement. Candidates that applied previously need not re-apply as their applications will still be considered.
- SALARY** : R1 446 378 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree in Law or Social Sciences (NQF level 7) and post graduate qualification (NQF level 8). 8 – 10 years' experience at a senior managerial level in the implementation of land reform policies or related field, Senior Management generic functions, Policy and legislative development. Job related knowledge: Understanding of agrarian transformation as well as key priorities of government. Understanding of Comprehensive Rural Development Programmes. Knowledge of Transformation of Certain Rural Areas Act. Job related skills: Strategic planning skills. Financial management skills. Project management skills. People management skills. Communication skills. Presentation skills. Report writing skills. A valid driver's licence.
- DUTIES** : Ensure development of Tenure Reform, Land Administration and Land Rights Policies, procedures and products. Develop Land Rights Policies, Systems and products. Ensure the registration and management of Land Holding Institutions (CPI). Develop Communal Tenure Security Policies, Systems and Products. Oversee provision of property management and advisory support services. Manage and provide state land information. Provide property management and

Policy development services. Provide property research and immovable asset management support. Oversee provision of programme support and service delivery coordination services. Provide Land Tenure and Land Administration Information, Risk and Compliance Management Services. Provide program management and service delivery coordination services. Provide Land Tenure and Administration programme and administrative support services. Ensure provision property management support services at Provincial and District level. Administer and provide property holdings and disposals services. Administer and provide lease administration support. Ensure implementation tenure reform and land rights products at Provincial and District. Provide land tenure rights implementation support. Provide communal land rights support. Provide communal property holdings establishment support. Ensure effective and efficient application of resources for the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behavior) and Policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with human resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with human resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with human resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with human resources. Manage strategic, business and operational plans of the branch.

APPLICATIONS

: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

: Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.

OTHER POSTS

POST 05/34

: **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2019/046**

Directorate: Strategic Land Acquisition

This is a re-advertisement; Applicants who applied previously must re-apply.

SALARY

: R826 503 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE

: Western Cape (Cape Winelands/Overberg)

REQUIREMENTS

: Bachelor's Degree/National Diploma in Agriculture/Agricultural Economics/Economics. 3 - 5 years' management experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants) Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to land reform and Redistribution. Job related skills: People Management, Strategic thinking, Communication (written and verbal), Strategic Management. A valid driver's licence.

DUTIES

: Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage

the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnerships. Ensure assessment of company legal compliance for the formation of Institutional Partnerships. Ensure assessment of the Risk Profile and Business Plan of the strategic partners (SP) to determine the business compatibility between the SP and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of redistribution programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Projects. Conduct the analysis and selection of CRDP Projects based on Agricultural Assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Disposal Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and "contracting-out". Monitor the maintenance of accurate and accessible recapitalisation project support requirements. Facilitate the provision of mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of Business Risk and Audit Management Plans.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 05/35** : **CONTROL GEOGRAPHICAL INFORMATION SCIENCES (GISc)**
TECHNOLOGIST REF NO: 3/2/1/2019/047
Directorate: Spatial Information Services
- SALARY CENTRE REQUIREMENTS** : R714 393 per annum (Salary in accordance with the OSD for Engineers)
: Pretoria
: 3 - 4 years' GISc Degree or relate Bachelor Degree. 6 years' post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC). Job related knowledge: Programme and Project Management, Legal and Operational Compliance, Systems Maintenance, Geo-Database design and analysis, Research and Development, Creating high performance organisational culture, Technical report writing, Accountability. Job related skills: Organise, Process Knowledge, Systems maintenance, Geographical Information System mobile devices operating, Advanced Computer Literacy, Interaction, Communication. A valid driver's licence.
- DUTIES** : Design, plan and perform advanced GISc analysis to address organisational strategic objective. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and source. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain Geographic Information Services unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and Geographic Information Services to all clients in the department. Develop training

manual for end users on skills regarding to GISc. Ensure interoperability between systems to maximise efficiency. Publish data into a web based Geographical Information System to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document Geographical Information System processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide Geographical Information System implementation support. Support Geographical Information System and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of Geographical Information System Standards. Support draft Terms of Reference for Geographical Information System projects. Manage maps production and customise to meet client needs accordingly. Conduct research. Research, investigate and advice on new Geographical Information System technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new Geographical Information System standards. Financial Management. Management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the GISc environment/services. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the operational capital project profile for the operational to ensure effective resourcing according to organisational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. People Management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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

POST 05/36 : **PROFESSIONAL QUANTITY SURVEYOR (GRADE A-C) REF NO: 3/2/1/2019/048**
 Directorate: Rural Infrastructure Development
 This is a re-advertisement; Applicants who applied previously need not re-apply as their applications will be considered

SALARY CENTRE REQUIREMENTS : R585 366 per annum (The salary in accordance with the OSD for Engineers)
 : Northern Cape (Kimberley)
 : A Degree in Quantity Surveying or relevant qualification. Compulsory registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Professional Quantity Surveyor. 3 years' Quantity Surveying experience Job related knowledge: Programme and project management, Quantity Surveying principles and methodologies, Engineering design and analysis, Research and development, Computer-aided engineering applications, Legal compliance, Technical report writing and consulting, Creating a high performance culture, Professional judgment and networking. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial Management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management. A valid driver's licence.

DUTIES : Perform quantity surveying activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding quantity surveying. Develop cost effective solutions according to standards. Ensure adherence to

quantity determination standards. Provide quantity surveying advice and technical support in the evaluation of cost. Ensure the adoption of technical and quality strategies. Develop quantity surveying related Policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote architectural principles and good practice. Supervise quantity surveying work and processes. Administer Performance Management and Development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Regular research and development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

APPLICATIONS : Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

POST 05/37 : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2019/056**
Directorate: Spatial Planning and Land Use Management

SALARY : R585 366 per annum (The salary in accordance with the OSD for Engineers)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : B Degree in Urban/Town and Regional Planning or relevant qualification. 3 years' post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with The South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and Project Management, Town and Regional principles and methodologies, Research and Development, Computer-aided applications, Town and Regional knowledge of legal compliance, Creating high performance culture, Technical consulting. Job related skills: Analytical, Creativity, Self-management, Communication, Computer Literacy, Attention to detail. A valid driver's licence.

DUTIES : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a Provincial level. Provide development planning support to departmental programmes and rural development at the Provincial level. Render planning support and advice to the Departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on Town and Regional planning related matters.

APPLICATIONS : Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

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

POST 05/38 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2019/049**
Office of the Surveyor General

SALARY : R356 289 per annum (Level 09)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : National Diploma in Public Administration/Public Management/Business Management. 3 year's experience in supervisory level in the administration environment. Job related knowledge: Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL), Payroll Accounting System (PASTEL) and Logistics Information System (LOGIS), Relevant procurement legislation and statutory provisions, Human Resource Management, Finance, Supply Chain Management and Asset, Delegation and instructions, Performance management and monitoring, Government decision making processes, Programme setting process, Understanding of the management information and Formal Reporting System, Internal Control Systems and Risk Management, Project management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision making, Business, Communication, Ability to interpret directives, Accounting and financial, Organing and planning. A valid driver's licence. The Ability to work efficiently and effectively at all times. Ability to work under pressure. Ability adhere to deadlines.

DUTIES : Manage human resource services and administration. Facilitate the recruitment process. Coordinate service benefits. Ensure the Performance Management System is in place. Facilitate training and development. Facilitate Employee Health and Wellness Programme. Coordinate labour relation services. Manage supply chain management services. Coordinate the development of Demand Management Plan. Facilitate the acquisition process. Coordinate the logistics in the office of the Surveyor-General. Coordinate transport and traveling arrangements. Render asset management services. Render financial management and advisory support services. Facilitate the budget of the office of the Surveyor-General. Ensure the collection of revenue. Approve payments of sundries. Manage and facilitates management services and support. Conduct office allocation. Coordinates security to the Office of Surveyor- General. Ensure cleanliness of the offices.

APPLICATIONS : Applications can also be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.

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

POST 05/39 : **CANDIDATE GISc TECHNICIAN REF NO: 3/2/1/2019/057**
Directorate: Spatial Planning and Land Use Management Services

SALARY : R253 026 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Diploma in Geographical Information Systems (GISc), Cartography (NQF6). Registration with South African Geomatics Council (SAGC) as a GISc Technician in training is compulsory upon appointment. Job related knowledge: Geo-database implementation, Understanding of GISc applications and spatial data, Theory, principles, and practices of GISc, GISc standards, GISc software applications, GISc software customisations, Basic understanding of technologies such as Global Positioning System (GPS), Photogrammetry and Remote Sensing, Projections, Principles of Cartography. Job related skills: Problem solving and analysis, Decision making, Team work, Analytical, Creativity, Self-management, Customer service, Communication and Interpersonal relations, Advance

DUTIES

: Computer Literacy, Planning, Organising and Execution, Language Proficiency. A valid driver's licence.
: Perform GISc activities to improve spatial decision making for problem solving. Capture and clean spatial data from various formats and sources. Source spatial information from various data custodians. Advise on coordinate systems and projections. Provide inputs in the maintenance spatial database. Acquire skills in development and implement relational/object orientated databases. Produce customised maps to meet client's needs. Undertake spatial analysis with regards to GISc projects. Provide geographical support to internal and external stake holders. Maintain GISc unit effectiveness. Maintain GISc tools. Compile content for web publishing. Capture metadata. Update GISc software and renewal of licenses. Document GISc processes. Conduct research and development. Keep up with developments in geo-spatial industry. Participate in relevant GISc Forum.

APPLICATIONS

: Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancier Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

NOTE

: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For purposes of response handling 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 Mabole
- CLOSING DATE** : 01 March 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, faxed or e-mailed 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). 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.

MANAGEMENT ECHELON

- POST 05/40** : **DIRECTOR: MANAGEMENT SUPPORT REF NO: 010319/01**
Branch: Planning Monitoring & Evaluation
- SALARY** : R1 005 063 per annum (Level 13) (all inclusive package)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Science/Engineering/Economics/Public Management/Administration at NQF level 7. Six (6) to ten (10) years' experience operating at strategic level / Project Management. Five (5) years' experience at a middle /senior managerial level. Knowledge of Public Sector. Knowledge of and experience in government legal processes, legislation and contracts. Knowledge of water sector dynamics. Strategic Capability and Leadership. Independence. Programme and Project Management. Financial Management. Change Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication skills. Accountability and ethical conduct.
- DUTIES** : Development of strategic and business plan. Combine and coordinate strategic plan. Gather inputs from Chief Directorates and Directorates. Analyse and review business plans to ensure alignment to strategic plans. Consolidate inputs to formulate strategic plan for the Regional branch. Develop quarterly and annual reports. Monitor and report on progress and targets against business plans. Provide analysis on variances and actions to mitigate them. Management of the Office and human resource management. Ensure that office systems on national and regional level are efficient and co-ordinated in fulfilling the requirements of the DDGs performance agreement. Create a high performance culture and make DWS a compelling place to work for. Ensure that Transformation imperatives included in policies and strategies. Participate in forums to represent the Branch. Coordination of Ministerial, Cab Memos, Parliamentary Questions and strategic project. Ensure timeous submission of strategic documents. Stakeholder liaison, communication and management of relevant events. Support strategic Regional Projects. Ensure minister is briefed thoroughly and timeously in preparation for strategic events.
- ENQUIRIES** : Ms NK Mohapi Tel No: 012 336 8234

OTHER POSTS

- POST 05/41** : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 010319/02 (X2 POSTS)**
Branch: Finance WTE
SD: Billing Operations
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Head Office Pretoria
: A relevant tertiary qualification in Financial Management at NQF level 7 with Financial Accounting 3. Three (3) to five (5) relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Public Service Anti-corruption Strategy and anti-corruption and Knowledge of Commercial Laws, Departmental policies and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to Travel.
- DUTIES** : Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Implementation of GRAP and all relevant financial reporting prescripts to ensure the complete and accurate of revenue reporting. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.
- ENQUIRIES** : Ms. LM Serepong Tel No: 012 336 8456
- POST 05/42** : **SENIOR ADMINISTRATION CLERK REF NO: 010319/03**
Branch: Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Head Office Pretoria
: Grade 12 certificate or equivalent qualification. Have experience on supply chainmanagement processes. Work Technical knowledge / Competencies: Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS LOGIS, etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Team work and flexibility. Client orientation and customer focus. Communication skills, verbal and written.
- DUTIES** : Render general clerical support services. Provide personnel administration clerical support services within the component Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Type letters and / or other correspondences when required. Keep and maintain the coming and outgoing document register of the component. Provide supply chain management support services within the component. Stock control of offices stationery. Keep and maintain the asset register of the component. Maintain a leave register for the component. Provide assistance in arranging travelling and accommodation requests if or when required. Provide financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Handle telephone accounts and petty cash for the component. Relieve the Switchboard operator when required. Update telephone contact list when need arises. Report faulty telephones. Assist with conducting building inspections and report faults identified.
- ENQUIRIES** : Ms T. Mthombeni Tel No: 012 808 9619

POST 05/43 : **ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 010319/04**
Branch: Planning and Information

SALARY : R163 563 per annum (Level 05)
CENTRE : Head Office Pretoria
REQUIREMENTS : Grade 12 (with Mathematics/ Mathematics Literacy). Computer literacy. Basic knowledge in using spreadsheet software such as Microsoft Excel. Driver's licence. Good communication skills and interpersonal relations. Good organizing skills. Willingness to acquire new skills.

DUTIES : Capture monitoring information and data on the water quality and biomonitoring databases. Maintain data related to surface water quality and biomonitoring.

ENQUIRIES : Ms T Mthombeni Tel No: 012 808 9619

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

The department of Cooperative Governance is an equal opportunity, affirmative action employer. NB: Military Veterans, previously disadvantaged people and those with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered To Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho.
- FOR ATTENTION** : Ms TF. Dyani
- CLOSING DATE** : 22 February 2019
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za/ or <http://ec/gta.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 signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will 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. The Department of Cooperative Governance and Traditional Affairs welcomes Military Veterans and people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POST

- POST 05/44** : **AUDIT COMMITTEE MEMBER (X1 POST)**
- SALARY** : Remuneration of the Audit Committee is determined at the hourly rate in terms of paragraph 22 of the Eastern Cape Provincial Planning & Treasury Instruction No.6 of 2014/2015. Members will be remunerated for preparation and attendance to meetings at prescribed rates.
- CENTRE** : Bhisho
- REQUIREMENTS** : A Bachelors degree (NQF level 7) in Auditing, Finance, Risk Management, Administration or IT. Extensive experience in Government / Public Sector. Prior experience serving on Audit Committees. Demonstrate experience in participating in government structures. Have the ability to dedicate time to the activities of the Audit Committee. Have analytic reasoning abilities, good communication skills, and thorough understanding of the regulatory framework within which the Local & Provincial Government operates.
- DUTIES** : Assist the Executive Authority in fulfilling its oversight responsibilities over financial and non-financial reporting, the system of internal control, the audit processes, and the department's process for monitoring compliance with laws and regulations and the code of conduct. Monitor the responses to reported weakness, control deficiencies and make recommendations for improvement. Monitor the development and implementation of action plans and resolutions. The Audit Committee will report directly to the Head of Department and the Executive Authority of the Department.
- ENQUIRIES** : can be directed to Ms N. Mabusela at 040- 6095258/5239
- NOTE** : The Eastern Cape Department of Cooperative Governance calls on all suitably qualified and interested persons to apply for a position to serve as a replacement

member of Audit Committee for the term of the Audit Committee members that expires on the 31 October 2020.

DEPARTMENT OF EDUCATION

Department of Education in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS

: All application within Head Office should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration Enquiries: Mr T Dimbaza (040 608 6200).
All positions within Districts should be directed to Districts as follows:
Alfred Nzo East: Mr A Mpupu, Tel: 039-2510279/ 0063, Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800
Alfred Nzo West: Mr. L Mtatyana, Tel: 039 – 2550005, Address: P/B X 9001 Mount Frere 5090
Amathole East: Mr Mkentane, Tel: 047- 4911070/ 0646, Address: P/B X 3019 Butterworth
Amathole West: Ms P Futshane, Tel: 046- 6452964 Address: P/B X 2041 F.B.T
Buffalo City Metro: Ms Fikeni Tel: 043-7600862/542 Address: P/B X 9007 East London 5200
Chris Hani East: Mr Gunkel Tel: 047-5481004/1099 Address: P/B X 214 Engcobo 5050
Chris Hani West: Mr De Bruyn Tel: 045-8083000 Address: P/B X 7053 Queenstown 5320
Joe Gqabi: Mr Mabece Tel: 051-6111380/ 0064 Address: P/B X 5026 Sterkspruit 9762
Nelson Mandela Bay: Mr Gorgonzola Tel: 041-4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056
OR Tambo Coastal: Mr V Joseph Tel: 047-5324704 Address: P/B 518 Libode 5160
OR Tambo Inland: Ms LN Dyodo Tel: 047- 5024272/4225 Address: P/B X 5003 Mthatha 5100
Sarah Baartman: Mr Godlo Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280

FOR ATTENTION

: Human Resource Administration

CLOSING DATE

: 22 February 2019

NOTE

: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department

reserves the right not to make appointment(s) to the advertised post(s). NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply.

MANAGEMENT ECHELON

- POST 05/45** : **CHIEF DIRECTOR: HRM & D REF NO: ECDOE 01/1/19**
- SALARY** : R1 189 338 per annum (Level 14)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 7 as recognised by SAQA with five (5) year Senior Management Experience. Valid driver’s license. Computer literacy. Good communication skills (written and verbal skills) and a good command of English language. Recommendations: Must have work experience on SMS level within the education sector. Must have work knowledge of systems promoting teacher provisioning and utilization. Ability to strengthen and promote labour harmony. Extensive experience with Education and Public Service Labour stakeholders.
- DUTIES** : Render people planning and empowerment services: Participation, interpretation and implementation of National specific human resource policies, Develop and interpret the implementation of departmental specific human resource policy as well as input to provincial policy. Develop and maintain human resource information and knowledge management system. Provide human resource research and product development. Develop and maintain human resource plan (including EE). Coordinate organisational development interventions, job evaluation and change management, Monitor, evaluate and report on HR matters, Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA). Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment: Administration of recruitment, selection and placemen. Render a PERSAL control service. Maintain staff establishments. Render people service benefits and registry service: Implementation and maintenance of systems, procedures and processes to administer people management functions. Administration of service conditions. Render an exit management service. Render personnel registry service. Provide human resource information (inclusive of statutory reporting). Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations: Manage interaction with organised labour. Ensure behaviour normalization. Deal with labour disputes. Implement strategies to prevent labour unrest. Manage training w.r.t labour relations issues.
- ENQUIRIES** : DDG: EPEM Tel No: (040) 608 4200
- POST 05/46** : **CHIEF DIRECTOR: STATUTORY ADVISORY SERVICES REF NO: ECDOE 02/1/19**
- SALARY** : R1 189 338 per annum (Level 14)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 7 as recognised by SAQA with five (5) year Senior Management Experience. Valid driver’s license. Computer literacy. Good communication skills (written and verbal skills) and a good command of English language. Recommendation: Must have work experience on SMS level within the education sector. Knowledge of statutory advisory services within the Education sector.
- DUTIES** : The rendering of legal and contract management services. The rendering of overall ministerial and parliamentary services. The provisioning of support to all statutory advisory councils and boards established in terms of legislation. The facilitation of community involvement in education. Co-ordination of the official publications of the department. Promote the department’s corporate image and branding. Monitoring all youth and special transformation programmes including Child Affairs Desk. Ensure the provisioning of customer care services. Ensure communication and media liaison. Ensure provisioning of stakeholder management services. Ensure provisioning of event management services. Manage the allocated

resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
DDG: EPEM Tel No: (040) 608 4200

ENQUIRIES

OTHER POSTS

POST 05/47 : **ASSISTANT MANAGER: COMMUNITY LIAISON AND CUSTOMER CARE (EVENT MANAGEMENT) REF NO: ECDOE 73/1/19**

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Head Office – Zwelitsha
: An NQF Level 7 qualification in Public Relation/Communication/Public Administration with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Customer Care/Community Liaison or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Customer Care/Community Liaison. A post degree qualification on the above will be an added advantage. A valid driver's license. Proven Computer Literacy. Clear understanding of Government Legislation. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES : Supervise the provisioning of event management services; Develop and maintain the event management framework and instruments. Manage the provisioning of logistical arrangements for departmental events. Conduct the formal interaction and liaison with other event role players, inclusive of security and protocol personnel. Provide advice on the design of the marketing tools. Research venues, suppliers and contractors for events. Coordination of suppliers and all event logistics. Conduct pre-event planning and drills. Manage the dismantling and removal of event and clearance of the venue. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr L Pulumani Tel No: (040) 608 4200

POST 05/48 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT LOGISTICS AND AUXILIARY SERVICES (SCM)**

SALARY CENTRE : R356 289 per annum (Level 09)
: Districts:
OR Tambo Coastal Ref No: ECDOE 74/1/19 (X2 Posts)
Amathole West Ref No: ECDOE 75/1/19 (X2 Posts)
OR Tambo Inland Ref No: ECDOE 76/1/19
Nelson Mandela Bay Metro Ref No: ECDOE 77/1/19

REQUIREMENTS : An NQF Level 7 qualification in the Purchasing Management/Public Administration/Financial/Logistics Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of SCM or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of SCM. A post degree qualification on the above will be an added advantage. Conversant with Legislative frameworks and tools governing SCM in Public Service. A valid Code 8 driver's license. Proven Computer Literacy. Clear understanding of Government Legislation. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office, LOGIS, BAS and asset management information system. Ability to

DUTIES

operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

: Provision of Logistic and Stores Management Services; Implement integrated strategy, policies and procedure for logistics and inventory management. Provide district inventory and stores management services. Provide Moveable and Immovable Asset Management and Disposal Services; Maintain asset and disposal management policies, procedures and delegations. Plan and manage the acquisition and optimal utilization of movable assets and leasing thereof. Manage, develop, maintain and reconcile the district movable asset register including internal transfers. Establish loss and damage prevention and other control strategies. Provide disposal management services. Provide District Fleet Management Services; Manage, develop and maintain the departmental fleet management policy, procedures as per delegations. Manage, coordinate and administer the provisioning of fleet management. Monitor evaluate and report on the utilization of the departmental fleet. Manage the Allocated Resources of The Sub-Directorate in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: District Directors

POST 05/49

: **ASSISTANT DIRECTOR: FINANCIAL PLANNING (SCHOOL FINANCE) REF NO: ECDOE 78/1/19 (X4 POSTS)**

SALARY CENTRE

: R356 289 per annum (Level 09)
: Head Office - Zwelitsha

REQUIREMENTS

: An NQF Level 7 qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSCA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices., Financial Management Systems (PERSAL, BAS & LOGIS) courses attended. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES

: Provide public financial management to schools; Provide support to schools in the development of generic school financial Requirements. Develop school financial reporting mechanism and tools. Provide support in the coordination of reporting on school financial accountability. Provide support in monitoring submissions of AFS, Payroll Certification, PFMA Compliance Certificates. Provide public finance management inspections at schools. Provide support in monitoring of school budget processes; Coordinate the integration of PERSAL and SASAMS for budget purposes. Provide support in the compilation of expenditure reports. Provide support in the compilation of budget estimates for submission to the District office. Provide support in the monitoring of unspent funds. Provide support in the development of budget monitoring tools and policy framework.

ENQUIRIES

: Mr N Skalk Tel No: (040) 608 4200

<u>POST 05/50</u>	:	<u>ASSISTANT DIRECTOR: HR DEVELOPMENT REF NO: ECDOE 79/1/19</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	OR Tambo Coastal
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Public Management/HRD with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of HRD or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of HRD. A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.
<u>DUTIES</u>	:	Administer the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitoring of the implementation of IQMS and the PMDS policy frameworks. Administer the Departmental performance management system for public service employees and office-based educators. Analyze the performance management trends. Provide technical support and advice to moderating structure and senior management. Provide secretariat support services to the district moderating structures. Administer the implementation of the educator skills Development plan. Consolidate the development educator skills development plan. Coordinate educator training on national education accredited skills. Evaluate and report on the impact of education capacity development programmes. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. Administer the implementation of Public Service Act (PSA) Skills Development plan. Consolidate PSA skills development plan. Coordinate relevant PSA training programmes for PSA employed personnel. Coordinate monitoring of optimal utilization of the skills levy for PSA staff. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. To coordinate the implementation of district bursary learnership and internship programme.; Implement the Departmental bursary, learnership and internship policy framework. Implement of bursary, internship and learner 'ship programmes. Provide support on the compilation of district impact of bursary learner 'ship and internship programmes report. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	District Director
<u>POST 05/51</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Districts: OR Tambo Inland Ref No: ECDOE 80/1/19 Amathole West Ref No: ECDOE 81/1/19
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management or Labour Relations / Industrial Relations or Labour Law with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Labour Relations or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8)

in the field of Labour Relations. A post degree qualification on the above will be an added advantage. The applicant should have computer literacy skills in Microsoft Word, PowerPoint and Excel. A valid Code 8 driver's license. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities. Bargaining and mediating skills are an added advantage.

DUTIES : Keep and collate all data and information relating Labour Relations activities in the District. Compile monthly reports on discipline, grievances and disputes. Be able to represent the Department in disciplinary hearings and arbitrations. Have vast knowledge of labour relations policies for both Public Servant Act employees and Educators. Work with HR, relevant units and all unions on all matters concerning labour relations. Be familiar with collective agreements.

ENQUIRIES : District Directors

POST 05/52 : **ASSISTANT MANAGER: PAYMENT SERVICES (FINANCE)**

SALARY CENTRE : R356 289 per annum (Level 09)
: Districts:

OR Tambo Inland Ref No: ECDOE 82/1/19
OR Tambo Coastal Ref No: ECDOE 83/1/19 (X2 Posts)
Amathole West Ref No: ECDOE 84/1/19

REQUIREMENTS : An NQF Level 7 qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. Proven Computer Literacy (Ms Word, Ms Excel & PowerPoint). A valid Code 8 driver's license. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System), Logis (Logic integrated system) and Persal; A valid Code 8 driver's license. Skills and Competencies: Communication skills; Sound report writing; Ability to work under pressure; Analytical and problem-solving skills.

DUTIES : Manage Sundry and Creditor payments. Ensure the correct and timeous payment of Suppliers. Conduct Creditor's reconciliations, Management of reporting including Accruals, 30 days reports (IYM) etc. Authorization of BAS/LOGIS and PERSAL Payments. Management of the Payroll, Allowances Payable and Subsistence and Travel claims units. Understand Internal Financial inspections and Audits regarding Financial Accounting Systems, Receive and process Audit queries and implement corrective measures. Implementation of Internal control measures; Ensure Document and Records management; Manage and control subordinates. Provide effective people management.

ENQUIRIES : District Directors

POST 05/53 : **ASSISTANT DIRECTOR: SUPPORT IN THE OFFICE OF THE CHIEF DIRECTOR**

SALARY CENTRE : R356 289 per annum (Level 09)
: Head Office Strategic Planning – Zwelitsha Ref No: ECDOE 85/1/19
: Head Office Cluster A – Zwelitsha Ref No: ECDOE 86/1/19

REQUIREMENTS : An NQF Level 7 qualification Office Administration with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of office administration or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Office Administration. A post degree qualification on the above will be an added advantage. Proven Computer Literacy (Ms Word, Ms Excel & PowerPoint). A valid Code 8 driver's license. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES : Consolidation of monthly compliance reports for the relevant Chief Directorate for submission to relevant stakeholders. Implementation and management of

appropriate and adequate administration systems and processes within the office, and effective management of the office of the relevant Chief Director. Organizing and planning the meetings of the Chief Director and recording minutes. Managing office budget and compiling monthly expenditure reports and Procurement Plans. Ensuring compliance to departmental prescripts/policies in the office of the Chief Director. Manage all staff under his or her supervision.

ENQUIRIES : Mr T Masoeu (Strategic Planning) & Mr. Mtyda (Cluster A) Tel No: (040) 608 4200

POST 05/54 : **ASSITANT DIRECTOR: SCM (ACQUISITIONS AND DEMAND) REF NO: ECDOE 87/1/19**

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office - Zwelitsha

REQUIREMENTS : An NQF Level 7 qualification Purchasing Management/Public Administration/Financial/Logistics Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of SCM or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Supply Chain Management. Proven Computer Literacy. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Sound knowledge of and practical working experience on LOGIS & BAS and interpretation of the system generated reports. Practical knowledge of managing three bid committees. Good interpersonal, verbal, writing communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES : Coordinate demands relating to SCM needs, conduct needs analysis and ensure that the industry has been analyzed (benchmarking) to ensure value for money; Consolidate procurement inputs from line managers, compile and maintain an Annual Procurement Plan (APP) based on strategic objectives of the Department; Link APP with budget, Compile bid documents & specifications with end-users and acquisition management; Standardize and simplify the Terms of Reference process to expedite the overall process; Liaise, correspond, advise and meet with Directorates with regard to demand requirements, Lead a team and hands on when procurement of goods services and works is made. Administer price quotations and bids; provide secretariat (administrative) support to Bid committees as a representative of SCM. Ensure compliance with SCM policy and procedures. Ensure that planned target dates to obtain goods & services and works are met. Safe keeping of SCM documents and updating of a bid register with the status of the project. Provide constant feedback to customers and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development.

ENQUIRIES : Mr M Harmse Tel No: (040) 608 4200

POST 05/55 : **ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: ECDOE 88/1/19**

SALARY : R356 289 per annum (Level 09)

CENTRE : Joe Gqabi

REQUIREMENTS : An NQF Level 7 qualification Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA).

DUTIES : Manage accounts receivable and revenue collection. Manage payments - supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise

		steps to recover debts money. Manage resources (human, financial, equipment/assets).
<u>ENQUIRIES</u>	:	Mr. T Khali: Alfred Nzo West District District Director
<u>POST 05/56</u>	:	<u>ASSISTANT DIRECTOR: DATA ANALYST REF NO: ECDOE 98/1/19</u> Re-advertisement (Candidates previously applied, should re-apply)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	An NQF 7 in Information Technology with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of IT or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of IT. A sound communication, managerial and report writing skills. A post degree qualification on the above will be an added advantage. A valid Code 8 driver licenses. Proven experience in: Database development and administration in SQL Server. Server administration in MS Windows Server, 2018 and higher. Development such as PHP, C#, ASP.NET, MYSQL, HTML & CSS. Proven data mining skills. Data integration, warehousing and analysis. Database security. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Project management & planning. Knowledge and experience of the following is strongly recommended: Knowledge and practical experience in school administration systems, specifically SASAMS.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing the abovementioned tasks in the Education Management Information System (EMIS) Sub directorate i.e. The planning, implementation and maintaining of a provincial SASAMS data warehouse, loading, troubleshooting and interpretation of data, cleansing of data as well as generating and interpreting statistical reports and forecasts on all EMIS data. Another function of the candidate will be to develop, test and maintain web-based tools for the submission of data from schools. The candidate will be responsible for the maintenance of the EMIS database, integrating databases from various sectors, warehousing of data, creation of normalized databases as well as the maintenance of the databases. The candidate will furthermore be responsible for the creation and storage of daily backup sets. Establishment and implementation of data security protocols.
<u>ENQUIRIES</u>	:	Mr R van Rensburg Tel No: (043) 702 7400
<u>POST 05/57</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONAL GRANT ADMINISTRATION REF NO: ECDOE 103/1/19</u> Re-advertisement (Candidates previously applied, should not re-apply)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	An NQF 7 in Accounting/Financial Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. Proficiency in the transversal systems: Information systems, BAS and LOGIS. Proficient in the application of MS Office Package. A valid Code 8 driver's license. Knowledge of School Management. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations on systems, BAS and LOGIS. Proficient in the application of MS Office Package.
<u>DUTIES</u>	:	Oversee the process of the conditional grant payment of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, DORA and grants framework. Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-

directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

ENQUIRIES : Ms BC Biko Tel No: (040-6084415)

POST 05/58 : **ASSISTANT DIRECTOR: CONDITIONAL SUNDRY AND TRANSFER PAYMENTS REF NO: ECDOE 104/1/19**
 Re-advertisement (Candidates previously applied, should not re-apply)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An NQF 7 in Accounting/Financial Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. Proficiency in the transversal systems: Information systems, BAS and LOGIS. Proficient in the application of MS Office Package. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Knowledge of School Management. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES : Oversee the process of the Transfer payments of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, SASA and Standards for School Funding (NSF). Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

ENQUIRIES : Ms BC Biko Tel No: (040-6084415)

POST 05/59 : **ASSITANT DIRECTOR: HR DIGITISATION REF NO: ECDOE 105/10/18**
 (1 Year Contract)
 Re-advertisement (Candidates previously applied, should not re-apply)

SALARY : R356 289 per annum (Level 09)
CENTRE : Central Document Management Centre -East London
REQUIREMENTS : An NQF 7 in Human Resource Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of HRM or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of HRM. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: Excellent communication (verbal and written). Proven ability to resolve problems independently. Effective report-writing skills. Knowledge and understanding of records management and archives policies, procedures and regulations. Proven ability to work under taxing circumstances. Ability to effectively prioritize and execute/delegate tasks. Previous experience of the Kofax or other digitization systems will be a distinct advantage.

DUTIES : Management and supervision of daily production operations to achieve production targets. Overall planning, management and supervision of all staff. Planning, management and maintenance of the digitization of HR records. Analysis of production statistics and identification of areas of performance improvement. Implementation of Performance Management measures over all personnel. Identification and escalation of risks and issues. Implementation of approved interventions to address challenges. Preparation and submission of regular reports. Support to ECDoE Service Desk. Maintenance and housekeeping of Digital Registry.

ENQUIRIES : Ms S Wilson @ (087-8131148)

POST 05/60 : **AGRICULTURAL FARM MANAGER REF NO: ECDOE 99/1/19**

SALARY : R242 475 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Patensi AHS – Sarah Baartman
	:	An NQF 6 in Agriculture, specializing in both animal and crop production streams with 1-2 years' experience in the field of Agriculture or Matric with 06 years' experience in the field of Agriculture. Exposure to a school farm environment and learners. Previous hands-on farming experience will be an added advantage. Valid Code 8 driver's license. Skills required: Ability to operate farm machinery and equipment. Technical farming knowledge e.g. what farm structures should look like. Good human relations are essential. Computer Literacy essential.
<u>DUTIES</u>	:	Short, medium and long terms operational plan of the farm. Linking farm activities with curriculum activities. Plan finances and production of the farm. Management and administration of farm human resources as well as machinery and farm equipment. Quality assurance of the farm produce and marketing of the produce. Ensure government regulations are adhered to in all operations on the farm. Any other relevant activity related to farming.
<u>ENQUIRIES</u>	:	Principal Patensi Agricultural School
<u>POST 05/61</u>	:	<u>PROJECT COORDINATOR: INFORMATION MANAGEMENT SCHOOL RATIONALISATION REF NO: ECDOE 109/1/19</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (Level 07)
	:	Head Office – Zwelitsha
	:	An NQF 6 in Information Technology/Systems with 1-2 years' experience in the field of IT or Matric with 06 years' experience in the field of IT. A valid Code 8 driver's license.
<u>DUTIES</u>	:	Collect learner and school information. Collect curriculum offerings of the non-viable schools. Develop a list of schools that will be closed or merged. Update school and learner information database. Maintain school and learner information database. Provide source information to the school rationalization reports. Store geographic data for school rationalization. Store the required datasets. Store spatial data topology and attributes. Store spatial data for school rationalization. Store geo-databases and maps and other related project. Support the publishing of metadata records.
<u>ENQUIRIES</u>	:	Mr Gaca Tel No: (040) 608 4200
<u>POST 05/62</u>	:	<u>PROJECT COORDINATOR: HR AND FINANCE SCHOOL RATIONALISATION REF NO: ECDOE 110/1/19</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (Level 07)
	:	Head Office – Zwelitsha
	:	An NQF 6 in Human Resource Management/Finance with 1-2 years' experience in the field of HRM/Finance or Matric with 06 years' experience in the field of HRM and Finance. A valid Code 8 driver's license.
<u>DUTIES</u>	:	Coordinate the transfer of employees from one school to the other. Facilitate the movement of funds from the school to the other. Facilitate the closer of school bank accounts. Liaise with District and Head Office on the HR & Finance implications due to the School rationalization project.
<u>ENQUIRIES</u>	:	Mr Gaca Tel No: (040) 608 4200
<u>POST 05/63</u>	:	<u>PROJECT COORDINATOR: ASSET MANAGEMENT SCHOOL RATIONALISATION REF NO: ECDOE 111/1/19</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (Level 07)
	:	Head Office – Zwelitsha
	:	An NQF 6 in Purchasing Management/Logistics/SCM with 1-2 years' experience in the field of SCM or Matric with 06 years' experience in the field of SCM. A valid Code 8 driver's license.
<u>DUTIES</u>	:	Audit assets in non-viable school and merging schools. Develop an asset register for merging schools. Coordinate acquisition of moveable assets for merging schools. Establish loss and damage prevention and other control strategies.

- Provide disposal asset disposal services for non-viable schools. Liaise and reconcile assets with the Head Office SCM unit. Facilitate transfer of assets from one school to the other. Facilitate the acquiring of additional hostel space. Facilitate changes to service level agreements due to school rationalization. Facilitate the transfer of learners from the old to the new school. Facilitate the audit and transfer admin docs, library, laboratories etc.
- ENQUIRIES** : Mr Gaca Tel No: (040) 608 4200
- POST 05/64** : **PROJECT COORDINATOR: SOCIAL FACILITATION SCHOOL RATIONALISATION REF NO: ECDOE 112/1/19**
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Head Office – Zwelitsha
: An NQF 6 in Public Administration/Public Management with 1-2 years' experience in the related or Matric with 06 years' experience in the related field. A valid Code 8 driver's license.
- DUTIES** : Develop and maintain an inventory of all school rationalization stakeholders contact details. Administrate the establishment of functional district school rationalization committees. Facilitate stakeholder interaction. Coordinate the communication of critical messages that must be communicated to the stakeholders. Facilitate buy in into the school rationalization process. Support the implementation of school rationalization stakeholder management strategy. Provide secretariat support to district school rationalization task teams and committees. Coordinate the participation of district officials in the school rationalization project. Facilitate the acquiring of scholar transport. Facilitate the handover of closed schools to the Department of Public Works.
- ENQUIRIES** : Mr Gaca Tel No: (040) 608 4200
- POST 05/65** : **PROJECT COORDINATOR: INFRASTRUCTURE SCHOOL RATIONALISATION REF NO: ECDOE 113/1/19 (X2 POSTS)**
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Head Office – Zwelitsha
: An NQF 6 in the Building environment with 1-2 years' experience in the related field or Matric with 06 years' experience in the related field. A valid Code 8 driver's license.
- DUTIES** : Conduct school buildings inspections. Attend to minor electrical, plumbing and carpentry problems. Repair broken furniture and equipment. Report defects to major defects to the Department of Public Works. Liaise with Public Works for additional needed infrastructure due to transfer of learners and educators. Alterations and additions to receiving schools will need to be recorded and submitted for inclusion on the NEIMS data base as well as the asset register in the province. Read and Understand Technical Drawings and Contract Document. Quality Assurance and Quality control of variety of construction projects. Prepare detailed documentation of construction progress and inspection and prepare. Observe work during progress and upon completion. Monitor contractors, sub-contractors and consultants through all phases of construction to ensure compliance with all standards and contract requirements. Conduct final inspections, review as built drawings, test results, compile final inspection list and get the works completed correctly. Carry out scoping works as required.
- ENQUIRIES** : Mr Gaca Tel No: (040) 608 4200
- POST 05/66** : **ICT TECHNICIAN - INFORMATION TECHNOLOGY REF NO: ECDOE 114/1/19**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Head Office – Zwelitsha
: NQF 6 in Information Technology/Systems with 1-2 years' experience in the field of IT or Matric with 06 years' experience in the field of IT. A valid Code 8 driver's license.

<u>DUTIES</u>	:	To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System.
<u>ENQUIRIES</u>	:	Mr Khohliso Tel No: (040) 608 4200
<u>POST 05/67</u>	:	<u>WORKS INSPECTOR</u>
<u>SALARY CENTRE</u>	:	R196 407 per annum (Level 06)
	:	Districts:
		Buffalo City Metro Ref No: ECDOE 106/1/19
		Alfred Nzo West Ref No: ECDOE 107/1/19 (X1 Post)
		Nelson Mandela Bay Metro Ref No: ECDOE 108/1/19 (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent or N3 a d a passed trade test in the building environment or Registration as and Engineering Technician. No experience required. Valid Driver's license. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998. Skills- planning and organizing, verbal and written communication and computer literacy skills.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor and new and existing structures on a project basis. Analyze and compile relevant documentation for work to be done on minor anew and existing structures. Oversee the work of contractors through inter alia the following; Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation order and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from project. Gather and submit information in terms of the extended public works programme (EPWP).
<u>ENQUIRIES</u>	:	District Directors
<u>POST 05/68</u>	:	<u>MESSENGER/DRIVER</u>
<u>SALARY CENTRE</u>	:	R115 437 per annum (Level 03)
	:	Archiving and Warehousing: Head Office Ref No: ECDOE 115/1/19
	:	Supply Chain Management: OR Tambo Coastal Ref No: ECDOE 116/1/19
<u>REQUIREMENTS</u>	:	ABET level 4 (Grade 10) or NQF level 1 to 3 with no experience. Valid Code 8 driver 's license. Knowledge of the city/ies in which the functions will be performed. Good Verbal and written communications skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs

books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

ENQUIRIES : Ms T Dlamini Tel No: (040) 608 4200 for Head Office and District Director

POST 05/69 : **GENERAL WORKERS/CLEANERS**

SALARY : R90 234 per annum (Level 02)

CENTRE : Auxiliary Services: OR Tambo Inland Ref No: ECDOE 117/1/19

Auxiliary Services: Sarah Baartman Ref No: ECDOE 118/1/19

REQUIREMENTS : ABET level 4 (Grade 10) or NQF level 1 to 3 with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

DUTIES : Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

ENQUIRIES : District Directors

DEPARTMENT OF HEALTH

APPLICATIONS : Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:

All applications for **Chief Executive Officer posts** be forwarded to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6000

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

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

Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to Hospital, Ngqeleni Enquiries: Ms Solwandle – Tel no 047 568 8109/10/11

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

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080. Or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobetwa Tel no: 047 573 8936/073 200 0217

Bambisana Hospital – Post to: P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangu –Tel No: 039 253 7262/0835860659.

Gaukeni Sub District – Post to: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki 4820, Enquiries Ms N Hlobo – Tel No: 039 253 1541/ 073 305 8064

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.Jood – Tel no: 051 633 9617.

Burgersdorp Hospital - Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver to: HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881.

Maletswai Sub-District - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Ms L.J Jood – Tel no: 051 633 9617.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwabeni – Tel no: 039 257 0099.

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Sompontsha Tel no 042 291 2064.

Margery Parkes Hospital - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280 or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel: 049 893 0031.

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

Humansdorp Hospital - Post to: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block) 1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms Barnard Tel no 042 200 4279/282.

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

Sipetu Hospital – Post to: Human Resource Office, Sipetu Hospital PO Box X9005 Tabankulu 5090. Enquiries: Mr EF Madaka Tel no 039 255 0077

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

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

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Mr M Mayongo Tel No 043 708 2535

Buffalo City Metro Office - Post to: Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro Health Office, 18 Sheffield Road Woodbrook West Bank East London 5200, Enquiries: Hazel, Tel: 043 708 1823/1700.

BJ Vorster Hospital – Post to: HR Office, BJ Vorster Hospital, PO Box 41 Kareedouw 6400 or hand deliver to: HR Office, BJ Vorster Hospital, Kareedouw 6400. Enquiries: Ms G Sikiwe Tel no 042 288 0210

Livingstone Tertiary Hospital - Post: Human Resources Office, Livingstone Tertiary Hospital, Private Bag X60572, Greenacres, Port Elizabeth. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001 Enquiries: Ms. Du Preez Tel No: 041 405 2647.

Khotsong TB Hospital – Post to: HR Office, Khotsong TB Hospital, PO Box 115 Matatiele 4730. Enquiries: Ms A Lebata Tel no 039 737 3801

Mnquma Sub District - Post to: HR Office, Mnquma Sub District, 15 Old Hospital Road, Ext 7, Butterworth, 4960. Enquiries: Ms N. Tengwa Tel No 047 491 0740.

Mbhashe Sub District - Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms TT Mkweta Tel no 047 489 2417/16.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel no: 047 401 9000.

Cathcart Hospital - Post to: Human Resource Section, Cathcart Hospital, Private Bag X10, Cathcart, 5310 or hand delivery to: 10 Hankop Street, Cathcart, 5210, Enquiries: Ms Velaphi- Tel No: 045 843 1029.

Nompumelelo Hospital - Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms Tsako Tel no: 040 673 3321.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141.

CLOSING DATE
NOTE

: 22 February 2019
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate ,Identity document (certified within the past three months), Proof of registration, 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 Personnel Suitability checks will be conducted on 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 department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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. People with disabilities are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

OTHER POSTS

POST 05/70

: **CLINICAL MANAGER REF NO: ECHEALTH/CMM/DMMH/01/02/2019**

SALARY

: R1 115 874 – R1 395 105 per annum (OSD)

CENTRE

: OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS

: An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver's license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of

current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms Makalima Tel No: 047 542 6000

POST 05/71 : **CLINICAL MANAGER REF NO: ECHEALTH/CMM/CAZH/01/02/2019**

SALARY : R1 115 874 – R1 395 105 per annum (OSD)

CENTRE : OR Tambo District, Canzibe Hospital

REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver's license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms Solwandle – Tel No: 047 568 8109/10/11

<u>POST 05/72</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/BJVH/01/02/2019</u>
<u>SALARY</u>	:	R1 115 874 – R1 238 451 per annum (OSD)
<u>CENTRE</u>	:	Sarah Baartman District, BJ Vorster Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.
<u>ENQUIRIES</u>	:	Ms G Sikiwe Tel No: 042 288 0210
<u>POST 05/73</u>	:	<u>CLINICAL MANAGER/CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CM/CEO/MPTBH/01/02/2019</u>
<u>SALARY</u>	:	R1 115 874 – R1 238 451 per annum (OSD) / R826 053 - R973 047 per annum (Level 12)
<u>CENTRE</u>	:	Sarah Baartman District, Marjorie Parrish TB Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level or A Degree/Advanced Diploma in a Health related field plus a Degree/Diploma in Health Management or Degree/Diploma in Management field. Registration with the relevant Professional Council. At least five years managerial experience in the health Sector at Middle Management. Experience in management in Health environment. A valid work permit (if not South African resident). Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA

and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.

- ENQUIRIES** : Dr L Matiwane Tel No: 040 608 1163
- POST 05/74** : **CHIEF ENGINEER GRADE A REF NO: ECHEALTH/CENG/LIVH/01/02/2019**
- SALARY** : R991 281 – R1 133 427 per annum (OSD)
- CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital
- REQUIREMENTS** : A National Diploma/Degree in Electrical Engineering or equivalent qualification with 6 years' post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Good communication, interpersonal skills Problem solving and analysis, Decision making. Knowledge of PFMA and Treasury regulations. Computer Literate. A valid driver's licence.
- DUTIES** : Ensure high level of skill in key arrears within the unit. Assist in the drafting of, on an annual basis, of the optimum budget for the unit and manage expenditure in accordance to allocated budget. Develop and implement processes and procedures in line with the technical support services necessary to attain a required level of service delivery. Ensure that the OHS Act and other legislation are implemented accordingly. Effect RAM i.e. the reliability, availability and maintainability of equipment and systems at Livingstone Tertiary Hospital. Oversee engineering service contracts and that all contractors abide by the procedures as set out within the division.
- ENQUIRIES** : Ms. Du Preez Tel No: 041 405 2647
- POST 05/75** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/STBH/01/02/2019**
- SALARY** : R826 053 - R973 047 per annum (Level 12)
- CENTRE** : OR Tambo District, St Barnabas Hospital
- REQUIREMENTS** : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.
- DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
- ENQUIRIES** : Dr L Matiwane Tel No: 040 608 1163

POST 05/76 : **DEPUTY MANAGER: NURSING REF NO: ECHEALTH/DMN/STEH/01/02/2019**

SALARY : R801 918 – R902 550 per annum (OSD)
CENTRE : OR Tambo District, St Elizabeth Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. A valid driver's licence.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Mr M Nozaza – Tel No: 039 253 5012

POST 05/77 : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/BUTTH/01/02/2019**

SALARY : Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : Amathole District, Butterworth Hospital
REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years' experience after registration.

DUTIES : 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 the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

POST 05/78 : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/CAZ/01/02/2019**

SALARY : Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : OR Tambo District, Canzibe Hospital

<u>REQUIREMENTS</u>	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<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 the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: 047 568 8109/10/11
<u>POST 05/79</u>	:	<u>DENTIST GRADE 1-3 REF NO: ECHEALTH/DENT/LIVH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R757 707 – R840 942 per annum (OSD) Grade 2: R892 551 – R975 945 per annum (OSD) Grade 3: R1 035 831 – R1 295 025 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the HPCSA as Dentist. Registration with the HPCSA as Dentist and proof of current registration. Grade 1: No experience required after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years appropriate experience as Dentist after registration with HPCSA as Dentist. Grade 3: A minimum of 12 years appropriate experience as Dentist after registration with HPCSA as Dentist.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Du Preez Tel No: 041 405 2647
<u>POST 05/80</u>	:	<u>PHARMACIST GRADE 1 -3 REF NO: ECHEALTH/PHARM/TAFH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R655 890 – R696 234 per annum (OSD) Grade 2: R713 904 – R757 707 per annum (OSD) Grade 3: R780 616 – R828 507 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Tafalofefe Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good

Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms V. Motabele Tel No: 047 498 0026

POST 05/81 : **PHARMACIST GRADE 1 -3 REF NO: ECHEALTH/PHARM/VICTH/01/02/2019**

SALARY : Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, Victoria Hospital
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 2:** A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms L Mangesi Tel No: 040 653 1141

POST 05/82 : **PHARMACIST GRADE 1 – 3 REF NO: ECHEALTH/PHARM/NONTYAMBOCHC/01/02/2019**

SALARY : Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Nontyatambo CHC
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 2:** A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance

with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms. Hazel – Tel No: 043 708 1700

POST 05/83 : **ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY AND THEATRE)**
REF NO: ECHEALTH/AMN –MAT & THE/ISIH/01/02/2019

SALARY : R581 826 – R654 840 per annum (OSD)
CENTRE : OR Tambo District, Isilimela Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the Advanced Midwifery and Neonatology Nursing Science/Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms N Gwiji – Tel No: 047 564 2805

POST 05/84 : **ASSISTANT MANAGER: NURSING (AREA) SPECIALTY (OPD) REF NO:**
ECHEALTH/AMN/SH/01/02/2019

SALARY : R581 826 – R654 840 per annum (OSD)
CENTRE : Alfred Nzo District, Sipepetu Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the Orthopaedic Nursing Science/ Ophthalmic Nursing Science/Trauma Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele

- Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
- DUTIES** : Co-ordination of optional holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development. Oversee provision of patient care. Participation in the analyzing formulation and implementation of nursing guidelines practices, policies, standards and procedures.
- ENQUIRIES** : Mr EF Madaka Tel No: 039 255 0077
- POST 05/85** : **ASSISTANT MANAGER SPECIALTY (OPD & CASUALTY) REF NO: ECHEALTH/CMM/DMMH/01/02/2019**
- SALARY** : R581 826 – R654 840 per annum (OSD)
CENTRE : OR Tambo District, Dr Malizo Mpehle Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Orthopaedic Nursing Science/ Ophthalmic Nursing Science/Trauma Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms Makalima Tel No: 047 542 6000
- POST 05/86** : **ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/PAH/01/02/2019**
- SALARY** : R532 499 – R617 253 per annum (OSD)
CENTRE : Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
- DUTIES** : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
- ENQUIRIES** : Ms N Sompontsha Tel No: 042 291 2064

POST 05/87 : **ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/MTBH/01/02/2019**

SALARY : R532 499 – R617 253 per annum (OSD)
CENTRE : Sarah Baartman District, Margery Parks TB Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Sound knowledge of National MDR-TB guidelines. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

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

ENQUIRIES : Mr MT Buyelo Tel No: 049 893 0031

POST 05/88 : **ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/KTBH/01/02/2019**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Alfred Nzo District, Khotsong TB Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

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

ENQUIRIES : Ms A Lebata Tel No: 039 737 3801

POST 05/89 : **OPERATIONAL MANAGER (PAEDS) REF NO: ECHEALTH/OM-PEADS/ZITH/01/02/2019**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : OR Tambo District, Zithulele Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent

qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure provision of effective efficient nursing care. Coordinate and monitor the implementation of nursing care plans and evaluation thereof. Managing effectively the supervision and utilisation of material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocol/procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multidisciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Co-ordinate the implementation of continuing professional development (CPD) for nurses. Working shifts. Monitoring and reporting Patient Safety Incidents and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

ENQUIRIES : Mr K Sobetwa Tel No: 047 573 8936

POST 05/90 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/FRERE GATEWAY- CLINIC/OMS/01/02/2019**

SALARY CENTRE REQUIREMENTS : R532 449 – R599 274 per annum (OSD)
: Buffalo City Metro, Frere Gateway Clinic
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms. Hazel Tel No: 043 708 1700

POST 05/91 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/NCECLINIC/OMS/01/02/2019**

SALARY CENTRE : R532 449 – R599 274 per annum (OSD)
: Buffalo City Metro, Ncera Clinic

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms. Hazel – Tel No: 043 708 1700
<u>POST 05/92</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/BOMVC/01/02/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R532 449 – R599 274 per annum (OSD) Mbhashe Sub District, Bomvana Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms TT Mkweta Tel No: 047 489 2417/16
<u>POST 05/93</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/FORT/01/02/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R532 449 – R599 274 per annum (OSD) Mbhashe Sub District, Fort Malan Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of

practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms TT Mkweta Tel No: 047 489 2417/16

POST 05/94 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMS/NGQUC/01/02/2019**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Mnquma Sub District, Ngqusi Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms N. Tengwa Tel No: 047 491 0740

POST 05/95 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/QCHC/01/02/2019**

SALARY : R420 318 – R473 067 per annum (OSD)
CENTRE : Mhlontlo Sub District, Qumbu CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within 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. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms DB Matiwane Tel No: 047 553 0585

POST 05/96 : **OPERATIONAL MANAGER GENERAL (MEDICAL WARD) REF NO: ECHEALTH/OM/HH/01/02/2019**

SALARY : R420 318 – R473 067 per annum (OSD)
CENTRE : Sarah Baartman District, Humansdorp Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent

		qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within 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. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Barnard Tel No: 042 200 4279/282
<u>POST 05/97</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PAEDS) GRADE 1-2 REF NO: ECHEALTH/PNS-PDS/STBH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Barnabas Hospital
	:	Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Paediatrics Nursing Science. Current registration with SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provide optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Ms Ndamase Tel No: 047 555 5300
<u>POST 05/98</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO. ECHEALTH/PRO-NURSE-SPEC/QSD/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Qaukeni Sub District, Village Clinic
	:	Basic R425 qualification (i.e. Degree /Diploma 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 in Child Nursing Science/Community Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General

		Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N Hlobo – Tel No: 039 253 1541
<u>POST 05/99</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFS/HVC/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mnquma Sub District, High View Clinic
	:	Basic R425 qualification (i.e. Degree /Diploma 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 in Child Nursing Science/Community Nursing Science accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Ms N. Tengwa Tel No: 047 491 0740
<u>POST 05/100</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 (MATERNITY) REF NO: ECHEALTH/PNS/MDZKH/01/02/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital
	:	Basic R425 qualification (i.e. Degree /Diploma 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 in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a

Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Mr Sigola Tel No: 039 255 8200/11/12

POST 05/101 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFNS/SH/01/02/2019**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Joe Gqabi District, Steynsburg Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma 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 in Child Nursing Science/ Community Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms L.J Jood – Tel No: 051 633 9617

POST 05/102 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFNS/BH/01/02/2019**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma 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 in Child Nursing Science/ Community Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and

indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms N Zondi - Tel No: 051 653 1881

POST 05/103 : **PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/NU-12-CLINIC/01/02/2019**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Buffalo City Metro, NU 12 Clinic

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in Clinical Assessment, Treatment and Care. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms. Hazel Tel No: 043 708 1700

POST 05/104 : **PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/SIYAC/01/02/2019**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Buffalo City Metro, Siyabulela Clinic

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in Clinical Assessment, Treatment and Care. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt

multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms. Hazel Tel No: 043 708 1700

POST 05/105 : **PHYSIOTHERAPIST GRADE 1 -3 REF NO:**
ECHEALTH/PHYSIO/GOMPOCHC/01/02/2019

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Empilweni Gompo CHC
: Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures.

DUTIES : Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in the wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

ENQUIRIES : Ms. Hazel Tel No: 043 708 1700

POST 05/106 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:**
ECHEALTH/OT/HCH/01/02/2019

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Holy Cross Hospital
: Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as an occupational Therapist. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Knowledge of legislation applicable to the practice of Occupational Therapy. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Occupational Therapist. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Occupational Therapist.

DUTIES : Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilization of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute tolerated training activities. Promote and market Occupational Therapy Services in the institution. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff.

ENQUIRIES : Ms Z Nompandana Tel No: 039 252 2026/8

POST 05/107 : **OCCUPATIONAL THERAPIST GRADE 1 -3 REF NO:**
ECHEALTH/OCCTH/BUTTHH/01/02/2019

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)

		Grade 2: R352 707 - R403 302 per annum (OSD)
		Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Butterworth Hospital
	:	A three year National Diploma/Degree in Occupational Therapy. Knowledge of legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Skills and Competences: Problem identification skills, Therapy design and intervention. Rehabilitative, Monitoring, assessment and Reporting skills. Ability to perceive physiological dysfunction. Sharp sense of consideration. Must be sensitive and creative.
<u>DUTIES</u>	:	Conduct occupational therapy assessments. Record individual assessment reports. Maintain assessments reports. Design Occupational Therapy interventions. Conduct individual and group therapy programmes. Assess developmental progress of children and youth. Identify developmental gaps. Implement corrective measures to address development and learning. Evaluate Occupational Therapy programmes. Participate in the Multi-Disciplinary Team. Provide recommendations towards enhancing the effective and functional life space of people with special needs. Coordinate the implementation of Occupational Therapy Programme in the Institution.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000
<u>POST 05/108</u>	:	<u>DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DIETI/HCH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD)
		Grade 2: R352 707 - R403 302 per annum (OSD)
		Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Holy Cross Hospital
	:	Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing.
<u>DUTIES</u>	:	Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients.
<u>ENQUIRIES</u>	:	Ms Z Nompandana Tel No: 039 252 2026/8
<u>POST 05/109</u>	:	<u>CASE MANAGER REF NO: ECHEALTH/CM/NMAH/01/02/2019 (X2 POSTS)</u>
		This is a re-advertisement. (Those who had applied before are welcome to apply again)
<u>SALARY</u>	:	R299 908 – R459 294 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	An appropriate Degree/National Diploma in Health related field with 3-5 years' experience in a managed health care sector. Excellent written and verbal communication skills. Good inter-personal leadership, organising co-ordinating and computer skills. Willingness to work overtime. Ability to mobilise a variation of disciplines for a common purpose. Sound knowledge of the ethical dimension of a given situation. Ability to solve and escalate challenges. Knowledge of the Medical Schemes Act (Act 131 of 1998), Regulations and Annexures as amended. Knowledge of prescribed minimum health benefits (i.e. the Chronic Disease List and diagnostic treatment pairs. Knowledge of the uniform Patient Fees Schedule/NRPL and patient billing. Knowledge of and experience in ICD-10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of patient billing modules and EDI (Electronic Data Interchange). Ability

to work with Excel Spread sheets, Microsoft Word and web based programs (medical Aids). Excellent communication, conflict management, interpersonal and leadership skills. Ability to work in/with multi-disciplinary. Driver's licence.

DUTIES : Identify billable services rendered to patients on complex Procedures. Provide billing clerks with billing information including implants. Assist with assignment of ICD-10 codes. Assist with authorisation, concurrent, retrospective review, and provide clinical updates to the schemes and other funders in respect of extended hospital length of stay. Provide quotations for treatment and procedures to H2-H3 and Foreign patients. Conduct clinical audits of patient accounts inclusive of medical Aids, State Departments (e.g. RAF and COIDA to ensure accuracy of invoices with respect to ICD 10 Codes, UPFS procedure codes and resource utilisation. Assist medical aid patient with registration for prescribed minimum benefits conditions where applicable. Liaise with the various role players (e.g. Clinicians, Managed Care Organisations and Medical Scheme Case Managers to monitor utilisation and update patients' clinical information while in Hospital. Discharge planning and liaison with various role players and third parties to monitor utilisation. Liaison with relevant role players in matters relating to case Management and revenue generation within the hospital and give guidance where necessary. Provide support to neighbouring hospitals.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 05/110 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: ECHEALTH/EPT/FTH/01/02/2019**

SALARY : R293 652 – R314 853 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : The applicant must have a National Diploma Electrical Light Current (relevant Trade test certificate electromechanical / electronics / electrical as main line study will be an advantage). The applicant must have minimum 3 years post qualification relevant experience Medical equipment repair experience is essential. Applicant must be able to perform well under pressure in a hospital / clinical environment. The applicant must be prepared to do a practical computer literacy and technical test during interview. Proof of registration with ECSA or ECSA acknowledgement of applicant for registration is required. Applicant will be subjected to a practical repair evaluation during the interview. Applicant must be in possession of a valid unrestricted Code 8 driver's license.

DUTIES : Execution of operational medical equipment maintenance & repair procedures. Problem solving & analysis, Generic competency within customer focus and communications. Maintaining the equipment maintenance database (CEMIS) within department Clinical Engineering, Occupational Health and Safety Act (OHASA) implementation. Mentoring of P2 Students, Artisans and Property Caretakers. Provide an effective support service to enable an efficient service delivery. Operational plan execution.

ENQUIRIES : Mr M Mayongo Tel No: 043 709 2487/2532

POST 05/111 : **SOCIAL WORKER GRADE 1-4 REF NO: ECHEALTH/SOW/TBH/01/02/2019**

SALARY : Grade 1: R242 553 – R281 181 per annum (OSD)
 Grade 2: R298 299 - R344 184 per annum (OSD)
 Grade 3: R363 507 - R421 404 per annum (OSD)
 Grade 4: R447 069 - R549 837 per annum (OSD)

CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Computer literacy and a valid driver's license. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with SACSSP.

DUTIES : Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To

protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as placed by various tertiary institutions.

ENQUIRIES : Ms Ngwabeni Tel No: 039 257 0099

POST 05/112 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/MC/01/02/2019**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Maletswai Sub District, District, Maletswai Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms L.J Jood Tel No: 051 633 9617

POST 05/113 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFN/DUTYC/01/02/2019**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Mbhashe Sub District, Idutywa CHC
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the

Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDs). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms TT Mkweta Tel No: 047 489 2417/16

POST 05/114 : **PROFESSIONAL NURSE GENERAL GRADE 1- 3 REF NO: ECHEALTH/PROFN/NOMPH/01/02/2019**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, Nompumelelo Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms Tsako Tel No: 040 673 3321

POST 05/115 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/XHOC/01/02/2019**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Mbashe Sub District, Xhora CHC
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care). Implement Standards, practices, criteria and indicators for quality nursing and Health care in accordance with the law and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Ms TT Mkweta Tel No: 047 489 2417/16

POST 05/116 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/DIMBAZA-CHC/01/02/2019**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Dimbaza CHC
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms. Hazel - Tel No: 043 708 1700
<u>POST 05/117</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/CANH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R196 218 – R221 034 per annum (OSD) Grade 2: R212 823 – R241 701 per annum (OSD) Grade 3: R246 768 – R282 165 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Canzibe Hospital
	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: 047 568 8109/10/11
<u>POST 05/118</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) NO: ECHEALTH/PA/SH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R196 218 – R221 034 per annum (OSD) Grade 2: R212 823 – R241 701 per annum (OSD) Grade 3: R246 768 – R282 165 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Sipepetu Hospital
	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

- DUTIES** : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
- ENQUIRIES** : Mr EF Madaka Tel No: 039 255 0077
- POST 05/119** : **PHARMACY ASSISTANT (POST BASIC) REF NO: ECHEALTH/PHARM-PB/BUTT/01/02/2019**
- SALARY** : Grade 1: R196 218 – R221 034 per annum (OSD)
Grade 2: R212 823 – R241 701 per annum (OSD)
Grade 3: R246 768 – R282 165 per annum (OSD)
- CENTRE** : Amathole District, Butterworth Hospital
- REQUIREMENTS** : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
- DUTIES** : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
- ENQUIRIES** : Ms P Mtshemla Tel No: 047 401 9000
- POST 05/120** : **ARTISAN GRADE A: REF NO: ECHEALTH/ART-TECH/FTH/01/02/2019**
- SALARY** : R179 523 – R199 242 per annum
- CENTRE** : Buffalo City Metro, Frere Tertiary Hospital
- REQUIREMENTS** : An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.
- DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
- ENQUIRIES** : Mr. Mayongo M. Tel No: 043 709 2487/2532

<u>POST 05/121</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/StBH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R161 376 – R181 620 per annum (OSD) Grade 2: R192 681 – R216 861per annum (OSD) Grade 3: R228 027 – R280 437 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Barnabas Hospital Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 2: A minimum of 10 years appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute Duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care Duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Ms Ndamase Tel No: 047 555 5300
<u>POST 05/122</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/NURSE/DVDH/01/02/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R161 376 – R181 620 per annum (OSD) Grade 2: R192 681 – R216 861per annum (OSD) Grade 3: R228 027 – R280 437 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Duncan Village Day Hospital Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Ms. Hazel - Tel No: 043 708 1700
<u>POST 05/123</u>	:	<u>NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/BAMH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R124 788 – R140 454 per annum (OSD) Grade 2: R147 690 – R166 221 per annum (OSD) Grade 3: R178 331 – R216 861 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Bambisana Hospital Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

		Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Mr S Mahlangu Tel No: 039 253 7262
<u>POST 05/124</u>	:	<u>NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/BAMH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R124 788 – R140 454 per annum (OSD) Grade 2: R147 690 – R166 221 per annum (OSD) Grade 3: R178 331 – R216 861 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Barnabas Hospital Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Ms Ndamase – Tel No: 047 555 5300
<u>POST 05/125</u>	:	<u>NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/CATH/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R124 788 – R140 454 per annum (OSD) Grade 2: R147 690 – R166 221 per annum (OSD) Grade 3: R178 331 – R216 861 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Cathcart Hospital Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Ms Velaphi Tel No: 045 843 1029
<u>POST 05/126</u>	:	<u>NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/NGQC/01/02/2019</u>
<u>SALARY</u>	:	Grade 1: R124 788 – R140 454 per annum (OSD) Grade 2: R147 690 – R166 221 per annum (OSD) Grade 3: R178 331 – R216 861 per annum (OSD)
<u>CENTRE</u>	:	Mnquma Sub District, Ngqamakwe CHC

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES : Ms N. Tengwa Tel No: 047 491 0740

POST 05/127 : **NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/BUTTH/01/02/2019 (X2 POSTS)**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R178 331 – R216 861 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, Butterworth Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

OFFICE OF THE PREMIER

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605. Hand Delivery: Office of the Premier Main Building, 4 Independence Avenue, Bhisho, Office No 1014, First Floor. Private Bag X0047, Bhisho, 5605.

FOR ATTENTION CLOSING DATE : Mr Vusumzi Booysen / Mnikelo Mbangi
22 February 2019

MANAGEMENT ECHELON

POST 05/128 : **DIRECTOR: INTEGRATED STRATEGY & PLANNING-ECONOMIC DEVELOPMENT CLUSTER REF NO: OTP 02/02/2019**

SALARY : R1 005 063-R1 183 932 per annum (Level 13)

CENTRE : Bhisho

REQUIREMENTS : NQF Level 7 recognized by SAQA\ 3 Year Degree in Development Studies/ Development Economics/ Social Sciences or any other relevant qualification as recognised by SAQA. A minimum of 5 Years' experience as a Deputy Director in the public service within development planning environment. The following capabilities and competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Financial Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation

DUTIES

: and Customer Focus & Communication (verbal & written). Knowledge: Government planning frameworks and cycles; National Development Plan; Government Clusters, priorities and outcomes approach; Eastern Cape Provincial Development Plan; Monitoring and Evaluation of government programmes as well as Good knowledge of public service legislation. A valid driver's licence is required. Manage the Development of Integrated Provincial Medium and Long Term, Provincial and Sectoral Plans as well as Guide the Implementation Thereof. Manage the development and review of the Provincial Development Plan (PDP) to guide long term planning in the province. Manage the development and review of the Provincial Medium Term Strategic Framework and the Programme of Action to strengthen integrated planning. Manage the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Manage the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof so as to drive the implementation of the 10 year Infrastructure Plan. Manage the Facilitation of the Development of Annual Performance Plans: Guide the Economic Development Cluster 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 conformance to planning frameworks. Facilitate and support the provincial departments in the development of their APP's to ensure alignment with the Programme of Action (POA). Manage the quality assurance and analysis of provincial plans and APP'S, in collaboration with Provincial Treasury to ensure alignment with government priorities and sectoral plans. Manage the Collaboration with Local Government in the Development of IDP'S To Promote Alignment With POA: Facilitate and support the District Municipalities and Metros in the development of their Integrated Development Plans (IDP's) to ensure alignment with the POA. Manage the quality assurance and analysis of municipal plans and IDP's, in collaboration with the Department of Cooperative Governance and Traditional Leaders (COGTA) to ensure alignment with government priorities and municipal plans. Facilitate the improvement of IDP's with District Municipalities and Metros in decision making platforms. Manage Resources within area of responsibility in line with relevant legislation, departmental policies as well as comply with corporate governance and planning.

ENQUIRIES

: can be directed to Mr Booyesen / Ms Xesha @ 040 609 6290 / 6248

OTHER POSTS

POST 05/129

: **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: OTP 03/02/2019**

SALARY
CENTRE
REQUIREMENTS

: R697 011 per annum (Level 11)
: Bhisho
: NQF Level 7 recognized by SAQA\ 3 Year Degree in Knowledge Management / Business management / Public Administration or Management with minimum of three (03) years' experience at Assistant Director Level preferably in Knowledge Management or Business Administration or Management. An applicant is required to have Knowledge of strategic planning and implementation, Knowledge Management Practices and knowledge of Public Sector Policy and Legislative Frameworks. Skills: Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written).

DUTIES

: Manage the development of knowledge management framework and coordinate the implementation thereof: Develop and review Provincial Knowledge Management, (KM), guidelines and monitor implementation. Collaborate with provincial departments Service Delivery Improvement system to design the innovative solutions. Provide support to provincial departments on the development and implementation of customised Knowledge management (KM) strategies: Facilitate capacity building programmes to KM Coordinators in departments on Knowledge Management. Facilitate the technical support in the

development of departmental KM Strategies and implementation plans. Monitor the implementation of KM in departments and support in the development of implementation improvement plans. Maintain the data-base of departmental Best Practices and promote replication in the provincial administration. Facilitate the creation and functionality the KM community of practice. Develop and maintain the provincial knowledge hub (PKH): Ensure that the provincial knowledge hub has a credible information. Ensure that the knowledge hub is fully functional and accessible. Manage document requests from stakeholders timeously. Facilitate the building of government body of knowledge to promote organisational learning: Harvesting processes across functions in the province to maximise the integration of information on the km base. Facilitate the conversion of individual expert knowledge into organisational intellectual memory. Prescribe and align the KM practices to enable Provincial Departments to successfully achieve their goals through KM practices. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

- ENQUIRIES** : can be directed to Mr Booysen / Ms Xesha @ 040 609 6290 / 6248.
- POST 05/130** : **DEPUTY DIRECTOR: MIS REPORTING – (HRM COMPLIANCE, MONITORING & EVALUATION) REF NO: OTP 01/01/2019**
Re-Advertisement (Candidates who have applied before should not re-apply)
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11)
: Bhisho
: NQF level 7 degree or advanced diploma as recognized by SAQA in Human Resource Management or any other related field, with minimum of three (3) years' experience as an Assistant Director in similar environment.
- DUTIES** : Manage and monitor the integrity and credibility of HR information in provincial departments. Guide provincial departments in the implementation of interventions to improve the integrity of HRIMS. Monitor the implementation of Audit Improvement Plans relating to HRM matters. Facilitate and coordinate support to provincial departments where required. Manage the accolated 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 Booysen / Ms Xesha @ 040 609 6290 / 6248.
- POST 05/131** : **DEPUTY DIRECTOR: MILITARY VETERANS REF NO: OTP 05/02/2019**
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11)
: Bhisho
: NQF Level 7 recognised by SAQA\ 3 year Degree in Public Management/ Public Administration / Social Sciences. with three (03) years' experience in stakeholder co-ordination / management, monitoring and evaluation. 3 years' experience as an Assistant Director/ junior management level. Skills: Consulting, Research and development, Programme and project management, Performance monitoring.
- DUTIES** : Co-ordinate development and implementation of socio-economic development programmes for military veterans in the province. Develop a skills framework of military veterans and co-ordinate skills development programmes to ensure the skilling and integration of veterans into local economies. Establish and maintain partnerships to advance delivery on basic social security, housing, health care, education, mobility support to military veterans. Manage the allocated resources

- of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mr Booysen / Ms Xesha @ 040 609 6290 / 6248.
- POST 05/132** : **ASSISTANT DIRECTOR: HRIMS REF NO: OTP 04/02/2019**
Re-Advertisement (Candidates who have applied before should not re-apply)
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : NQF level 7 degree or advanced diploma as recognized by SAQA in HRM or equivalent qualification. 3-5 years' in HRIMS (Persal) or similar environment. Persal Introduction and Establishment course are required. 3–5 years' experience in dealing with Organisational and Establishment Administration on Persal. Planning monitoring and review processes; Policy analysis and implementation. Knowledge of modern systems of governance and administration. Knowledge of government procedures and processes on public finance, human resources management and supply chain management. Skills: Presentation, Communication, Problem Solving, Reporting, Computer literacy, Verbal and written communication skills and Planning and organizing skills.
- DUTIES** : Ensure that all users and supervisors in the department are properly trained on the Human Resource Management Information System. This will include continuous training as and when enhancements to systems are affected. Assessment of training needs. Registration and maintenance of supervisors and users in the department and allocation of specific functions in relation to their job descriptions and levels. Assist in the development, review and implementation of the departmental HRIMS policy. Evaluation and recommendation to the management on system changes. Responsible for the creation and maintenance of the departmental code file. Manage and control Persal notices and messages and bring important issues to the attention of management. Responsible for the creation, abolishment, freezing / unfreezing and movement of posts. Report on statistics and information on the HRIMS. Implementation and maintenance of the approved organizational structure on the HRIMS system. Extract data from the HRIMS for reporting and monitoring purposes.
- ENQUIRIES** : can be directed to Mr Booysen / Ms Xesha @ 040 609 6290 / 6248.
- POST 05/133** : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: OTP 05/01/2019**
Re-Advertisement (Candidates who have applied before should not re-apply)
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : NQF level 7 degree or advanced diploma as recognized by SAQA in Financial Accounting/ Financial Management/ Public Finance or any other related field, with minimum 3 years as in Finance environment.
- DUTIES** : Facilitate the payment of salaries and deduction of payments to third parties. Manage monthly reconciliations- BAS, PERSAL and suspense accounts. Facilitate Bas payments and authorization of journals. Render salary admin duties. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mr Booysen / Ms Xesha @ 040 609 6290 / 6248.

PROVINCIAL TREASURY

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho
- FOR ATTENTION** : Ms Bonelwa Ndayi
CLOSING DATE : 22 February 2019

NOTE

: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.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 signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will 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. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 05/134

: **DIRECTOR: ICT MANAGEMENT REF NO: PT 01/02/2019**

SALARY

: R1 005 063 - R1 183 932 per annum (Level 13)

CENTRE

: Bhisho

REQUIREMENTS

: A Three year degree (NQF Level 7) in Computer Science / Information Technology or any related field coupled with 7-8 years of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in IT environment. Knowledge and Skills: ICT Systems and Network Management, Financial Management, Policy Development & Management, Project Management and Development, ICT Procurement. Web design and Programming understanding. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management and Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy.

DUTIES

: Manage the development and monitor the effective implementation of ICT governance framework: Develop ICT Plans (ICT Strategic Plan, Master systems Plan and Information Systems Plan), ICT implementation Plan and ICT Operational Plan. Ensure continuous improvement of the management and implementation of ICT governance framework. Manage the development, reviewal and implementation of ICT policies and processes. Ensure that ICT strategy is developed, aligned to the departmental strategy and implemented. Manage the provisioning of ICT infrastructure and operational support services: Ensure provision of reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices. Manage capacity planning for Network Infrastructure. Develop maintenance agreement with service providers for relevant ICT infrastructure. Ensure Service Level Agreement with service provider is implemented and adhered to. Manage the maintenance of server, network infrastructure and ICT security. Monitor and report on the security of the ICT network infrastructure according to business risk. Monitor and report on the implementation of ICT business processes. Implement and manage network management software and configuration. Test and ensure implementation of ICT Disaster Recovery plan. Manage the provisioning and maintenance of ICT administrative systems and ensure data integrity: Manage the

maintenance of a master list of software and hardware and maintenance agreements. Develop applications / systems that will automate business processes. Ensure accuracy, completeness and validity of information uploaded in the departmental website and ensure it is uploaded within agreed time frames. Support stakeholders' communication & information sharing through the use of ICT. Render advisory services on ICT needs and requirements: manage and review existing user support technology options and determine appropriate technology. Ensure the Establishing of a detailed program specification through engagements with users. Manage applications deployment in the department. Research and implement optimal software and programs and ensure that Provincial Treasury utilizes these. Plan and implement applications to address business/departmental needs. Manage area of responsibility: Supervise and coordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with SCM prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

:

can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/135

:

DIRECTOR: CFO SUPPORT (CONTRACT) REF NO: PT02/02/2019
Contract up to 31 March 2020

SALARY
CENTRE
REQUIREMENTS

:

R1 005 063 - R1 183 932 per annum (Level 13)
Bhisho

:

A Three year Degree (NQF level 7) in Financial Management/ local Government Finance with Accounting as a major. Postgraduate qualification and completion of SAICA training programmes will be added advantage. Extensive knowledge of local government sector, finance and related reforms in the areas of budgeting, financial management and reporting, Supply Chain Management, asset and liability management and financial governance coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP standards and mSCOA. Previous experience in monitoring or working in Municipal environment is essential. Skills: Self driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government budgeting and reporting systems.

DUTIES

:

Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team of financial management specialists in a district and effective hands on support to local municipalities in areas of budget preparation and implementation, financial management and reporting, optimal revenue and debt management, efficient expenditure management, risk management, cost effective procurement systems, effective asset and liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in

the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team of financial management specialist, including human resource management, planning, risk management and reporting.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

OTHER POSTS

POST 05/136 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: PT03/02/2019**
Purpose: To manage, guide, and direct the provision of legal and advisory services in the Department

SALARY : R991 776 Per Annum (in accordance with Occupational Specific Dispensation for Legally Qualified Personnel)

CENTRE : Bhisho

REQUIREMENTS : A LLB or four year recognised qualification in the related field coupled with a Minimum 8 years' experience in Legal environment (public or private) and experience in Administrative Law. Admission as an attorney or advocate will be an added advantage. Skills: Knowledge of Constitutional of Republic of South Africa. In depth understanding and knowledge of legislative framework that governs the Public Service. Knowledge and application of the following prescripts. Public Finance Management Act (PFMA), Municipal Management Act (MFMA), Division of Revenue Act (DORA). Promotion of Administrative Justice Act. (PAJA). Promotion of Access to Information Act (PAIA), Intergovernmental Framework, PPPFA, Departmental Supply Chain Management System, Labour Relations Act, and drafting of contracts and legislation.

DUTIES : Oversee the provision of legal advisory services and support to both the department and provincial departments: Identify potential litigation against government and provide legal advice and recommendations to line management to minimise and mitigate foreseeable lawsuits. Support the department by seeking a clear mandate and ensure legal representation through the State Attorney's Office which includes the proceeding oversight in court proceedings. Provide generic advices on how to handle and respond to litigation cases and present to the Accounting Officer or the Executive Authority with relevant facts and suggest solutions or appropriate approaches. Provide legal interpretation and facilitate the provision of legal opinion on legal litigation cases. Manage legal relations between treasury and other public institutions to ensure value for money. Facilitate discussions and send instructions to State Attorney's Office for handling of litigation cases. Provide legal support in drafting and negotiation of contracts. Provide legal support in drafting Treasury legislation. Ensure management of risk and compliance with the constitutional mandate of the department and direct the provisioning of litigation services: Provide guidance and direction in respect of corporate governance to all programme managers to ensure it complies with the applicable laws and regulations. Implement legal structures and practices through pro-active approach and maintain high legal service standards to ensure regulation and compliance with provincial, national, continental and international instruments. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements, Contracts etc.) Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Draft legal advice and direction for high level contributions (e.g. EXCO). Manage the overall provision of legal litigation process of the department: Record and register all litigation cases for the department. Monitor responses and progress of all medico-legal cases. Design consultative schedules for litigation cases. Facilitate sitting of meetings and court attendance for all departmental medico-legal cases. Provide periodic feedback reports on status of departmental litigation cases according to prescripts. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work

Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Ensure the implementation and management of Risk, Finance and Supply - Chain Management protocols and prescripts.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/137 : **DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT REF NO: PT04/02/2019**

Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

SALARY : R697 011 per annum (Level 11)

CENTRE : East London

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Financial accounting plus Minimum of 5 years' experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

DUTIES : Provide guidance and assistance on the technical application of accounting standards in compliance with the financial reporting framework as required by the municipal finance management act: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Roll out training, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director. Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Direct, co-ordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements. Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury. Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. To provide assistance, support and control mechanism on issues of compliance to supply chain management (SCM), asset management (AM): Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for

submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based/bespoke training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor compliance with financial assets and liabilities and revenue management: Assist in monitoring financial asset management compliance and compile a report. Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage area of responsibility: Supervise and coordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

<u>POST 05/138</u>	:	<p><u>EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT05/02/2019</u> (1 Year Contract) Purpose: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R697 011 per annum (Level 11) Bhisho A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Administration / Finance / Public Management or any other related field plus Minimum of 5 years experience in a relevant field (specifically program / project management) of which 3 years must have been at middle management level (Assistant Director Level). A Postgraduate qualification in the above areas will be an added advantage. Skills: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR,). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.</p>
<u>DUTIES</u>	:	<p>Provide direction and guidance on the effective management of the office of the DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. Support the programme by providing strategic and technical leadership in order to ensure the full execution of departmental plans and programmes: Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme.- Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. Provide support towards ensuring appropriate and sound finance, human resource management: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit</p>

		Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071
<u>POST 05/139</u>	:	<u>DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT06/02/2019</u> Contract up to 31 March 2020
<u>SALARY</u>	:	R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A three-year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognized university) in Auditing/Local Government Finance coupled with 5 years' experience of which 3 years' managerial experience in a local government/auditing management environment. Ability to write reports and analyze. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. The candidate should be familiar with the accounting reforms currently implemented in the municipal space in line with the GRAP standards and mSCOA.
<u>DUTIES</u>	:	Reporting to the Director: CFO Support, the incumbent will analyse, and advise on municipal Internal Audit Committees and Risk Management to inform appropriate support and corrective action by Provincial Treasury (PT) and all relevant stakeholders. Conduct Internal Audit and Audit Committees reviews to assess compliance with MFMA and adoption of best practices. Conduct quality assurance reviews (QAR) as and when required. Participate in CAE Forum. Provide support to Audit Committees, e.g. attendance of meetings, interviewing and selection of potential members, induction of new members etc. on behalf of the CFO.
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071
<u>POST 05/140</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: PT07/02/2019</u> Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.
<u>SALARY</u>	:	R356 689 per annum Level 09
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Public Finance/Economics or relevant field plus Minimum of 3 years' practical experience in budget management and economic environment at an officer Level (Level 7 or higher). Skills: Knowledge and application of the following prescripts: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation, Budgeting preparation and analysis, , Knowledge & application of PFMA & Division of Revenue Act (DORA), NTR, Risk management policies and practices and Economic Analysis.
<u>DUTIES</u>	:	Assist with the timely tabling of the credible main budget and with ensuring that it is within legislated timeframes: Assist with the reviewing and improving on the previous year's internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and apps to budgets within performance Budgeting Guidelines. Assist in the preparation for the Budget guideline (EPRE) workshops with departments and public entities. Assist in providing technical support and advice on request to department CFOS and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Provide

assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECS. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist with the preparation of closeout report on previous year's financial and non-financial performance. Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels: Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that the Adjustment budget is loaded. Provide assistance in ensuring compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) and its alignment to national and provincial policy priorities: Assist departments with the crafting of Strategic plans, APP's, Operational / Business Plans. Assist with the analysis of departmental SP, apps and OPS plans and budgets as well as their alignment with mandated policy priorities and compliance with National Treasury frameworks. Assist with the monthly IYM analysis on revenue and expenditure and with providing feedback to department: Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. Assist with the analysis of Quarterly Performance Reports (QPR) and in the provision of feedback to departments: Assist with the analysis and report on QPR submission as well as assessing the credibility of variance explanations. Assist with the analysis and report on non-financial and financial performance information. Assist with the analysis and preparation of quarterly management feedback reports and letters to departments. Assist with site visits undertaken.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/141 :

ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES (TIAS) REF NO: PT08/02/2019

Purpose: To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities.

SALARY CENTRE REQUIREMENTS :

R356 689 per annum Level 09
 Bhishe
 A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Internal Auditing or Auditing coupled with minimum of 3 years as an Internal Auditor/ Auditor. CIA, PIA, IAT, QAR Certifications, RGA, AGA, will be added advantage. Valid Driver's licence is essential. Recommendations: Assist department's Internal Audit functions to produce quality audit reports. Conduct research on best practice monitoring tools suitable for internal audit functions. Skills: Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Relations, Planning and Organising, Decision Making, Project Management, Presentation and Computer Literacy (MS Office).

- DUTIES** : Render support in monitoring, enforcing and reporting on the effective implementation of internal audit standards: Assist on the review / development of standard internal audit Charters. Render assistance on the development of departments 3 year and 1 year Internal Audit Plans. Review operational plans and draft progress reports quarterly. Promote the image of internal audit in the province: Assess the performance of Audit Committees in the province. Monitor performance of Internal Audit functions and Audit Committees in the province. Provide secretariat duties for Chief Audit Executive Forum, Audit Committee Chairperson Forum and Managers Forum meetings quarterly. Provide administrative support on coordinating the induction for Provincial Audit Committee members. Provide support on the implementation of specialised audits including ICT performance audit and QAR services: Render advice on the implementation of Quality Assurance Quality Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance Review. Ensure Performance of Information Communication Technology Audits (ICT Audits). Facilitate the implementation of recommendations: Assist department's internal audit functions to produce quality audit reports. Conduct research on best practice monitoring tools suitable for internal audit functions.
- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
- POST 05/142** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PT09/02/2019**
Purpose: To render Internal Audit Services for the department.
- SALARY** : R356 689 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Accounting and Auditing coupled with a minimum 3 years' experience in auditing at an officer level (Level 7 or higher). Added advantage: Completed internal audit or external audit articles, completed IAT or PIA qualification. Skills: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Team Leadership, Computer Literate in MS Office and Team-mate and Good Communication Skills.
- DUTIES** : manage the execution of a comprehensive audit plan: Plan, execute, review and conclude on internal audits (as required). Preparation and review of systems description, preparation and review of the risk and control matrix, design audit programmes, monitor staff. Report progress on audit programmes. Document areas for improvement. Obtain management comments on findings. Communicate all issues to the client and supervisor timeously. Assist with the management of the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Performance agreements, workplans and personal development plans (PDP's) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates.
- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/143 : **ASSISTANT DIRECTOR: LOGIS USER ACCOUNT MANAGEMENT REF NO: PT10/02/2019**

Purpose: To render support in the management and monitoring of the utilisation of LOGIS System in the Province.

SALARY : R356 689 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS :

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Information Systems and / or Supply Chain Management and LOGIS System Controller Certificate is compulsory plus minimum of three years' experience as LOGIS System Controller. Skills: Public Finance Management Act, LOGIS Notices and release notes, User Account Management, LOGIS System Controller, LOGIS Order, Payment / BAS, Automated transit and posting, LOGIS management reporting.

DUTIES : Monitor activities of all LOGIS system controllers. Maintain the profiles of LOGIS system controllers. Render support to departments relating to LOGIS challenges. Receive and action original application forms for new LOGIS system controllers / sub-system controllers. Submit new LOGIS system controllers' application forms to National Treasury and keep record. Inform departmental system controllers of significant changes / enhancement to system functionality / operation. Request numerous ad-hoc reports from LOGIS. Analyse balance scorecard report, system releases and any other report from National Treasury regarding LOGIS and make recommendation thereof. Manage and control LOGIS notices, releases and messages and bring important messages to the attention of system controllers and management in Departments. Participate in numerous projects, such as Integrated Financial Management System, Item Control Numbers, etc. Perform Quarterly user account review monitoring of LOGIS System per department. Coordinate submission of LOGIS compliance certificates. Draft reports on findings of user account management. Provide reports on commitments and accruals. Distribute access and log in violation reports to departmental system controllers. Verify whether login violations had been dealt with and all investigations are recorded and filed for audit purposes. Coordinate and perform DR test in conjunction with SITA and departments in the province. Assist in the reviewal of LOGIS Instruction Notes, Policies, and Procedure Manuals. Ensure the standardisation of user ID's to PERSAL numbers.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/144 : **ASSISTANT DIRECTOR: LOGISTIC & INVENTORY MANAGEMENT REF NO: PT11/02/2019**

Purpose: To render support in the management of inventory for the department.

SALARY : R356 689 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS :

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Logistics Management / B.Com in Accounting / Financial Management coupled with Minimum of 3 years relevant work experience at the level of an officer in Asset Management / Procurement / Logistics and / or related field.

DUTIES : Develop and Review Inventory Management Policy and Procedure: Review inventory management policies and procedures. Research best practice with regard to inventory management policies and procedures. Draft recommendations of improvements and submit to the Director. Manage Inventory Process in the Department: Manage the preparation of a store items requisition memorandum that need to be replenished and submit to Director Logistics for approval. Draft budget memorandum for approval by CFO and ensure the alignment with sectional budget. Manage Maintenance of Inventory Stock Level: Analyse inventory levels and ensure that request to replenish is initiated. Prepare report indicating procurement and adjust re-order levels when placing the order for all the inventory items. Manage And Monitor Recording and Updating of Bin Cards: Administer and

update bin cards for all items procured. Draft report on inventory. Manage Stock in the Department: Ensure the overall physical count process is performed. Conduct mini audit on all items that are on issue voucher. Ensure that obsolete items are identified during stock count and are reported to Disposal section. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/145 : **WEBMASTER: ASSISTANT DIRECTOR LEVEL REF NO: PT12/02/2019**
 Purpose: To develop and provide the departmental website and intranet support services.
 This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

SALARY : R356 689 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 years' experience in Web Application, Web Development, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL. Knowledge: Web Application and Website Development. Programming procedures. Data processing requirements. MS Visual Studio, #C, Asp.net, Java, WCF, Reports Designing. MS SQL, MySQL server or other database software. Computer systems, operations equipment, programming languages, programming system analysis and design. Programming procedures and programming languages. Business management systems. Flow charts and Programming logic and codes. Technical instructions. MS Excel.

DUTIES : Render support in the development of policies and procedure for the department: Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. Render support in the development of website and intranet: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design. Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website, Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. Render support to end users: Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites. Design and develop programmes: Perform system analysis and program development on assigned projects. Design and implement application programs from approved functional and technical specifications. Database maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Create and Maintain stored procedures.

Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/146 : **SENIOR SOFTWARE DEVELOPER(S): ICT REF NO: PT13/02/2019 (X2 POSTS)**
 (1 Year Contract)
 Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of designing, developing programmes, reports, documentation and instructions for computer operation.
 This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

SALARY : R356 689 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Systems / Computer Science / Information Technology or any related field coupled with Minimum 3 years' experience in Programming Web Application, using Microsoft Visual Studio, C#, Asp.net with at least one year in Microsoft SQL.

DUTIES : design and develop programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Consolidate documentation of program development and revisions. Design and implement application programs from approved functional and technical specifications. Accurately gather all relevant information from current existing systems in order to inform integration of overall systems. Database maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Render support services to users: Consult with and provide assistance, information, and training for administrator system users. Provision of reports as per user requirements. Documentation of instructions for computer operation. Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly. Set-up and manage continuous data integration.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/147 : **USER SUPPORT TECHNICIAN REF NO: PT14/02/2019**
 Purpose: To assist with the provision of information communications technology and electronic records management.

SALARY : R299 709 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Information Technology or any related field coupled with Minimum 2 years' experience in User Support environment. A+ and or N+Certification will be an added advantage. Experience in Microsoft environment, LAN (Local Area Network) will be an added advantage. Good communication (written and verbal interpersonal skills, ability to work independently and under pressure. Valid Driver's licence. Skills: IT Systems and Support, Budget Process, Policy Development & Management, Public Finance and ICT Procurement.

DUTIES : Facilitate infrastructure and operational services: Respond and attend to all departmental IT queries. Render 1st line support and log calls in the help desk

system. Maintain ICT administrative systems and ensure data integrity. Provide technical solutions and support services to end users. Render support in conducting ICT research and advise the department on ICT needs requirements: Update supervisor regularly with regards to new ICT systems and products that may improve institutional functioning. Record all most frequently asked IT questions and complaints in order to prioritise these matters. Inform the supervisor with regards to the most urgent IT risks as a means of early warning (risks include issues such as expiration of key software, systems interruptions due to upgrades and protection of data and information from viruses etc.). Render support in developing and facilitating the implementation of ICT policies and procedures. Draft ICT implementation plan. Conduct awareness session on new developments in the implement and monitor ICT Governance Framework. In put in drafting ICT policies and procedures.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 05/148 : **ADMIN OFFICER: INFRASTRUCTURE MANAGEMENT REF NO: PT15/02/2019**
Purpose: To implement and render Clerical and Administrative Support Services to the Chief Directorate: Infrastructure Management.

SALARY : R242 475 per annum Level 07
CENTRE : Bhishe
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years' experience in administration environment.

DUTIES : provide administrative support service to the Chief Directorate: Operate and ensure that the Chief Directorates' office equipment is in good working order. Record engagements for the Chief Director. Coordinate and sensitize / advises Chief Director regarding his / her engagements. Compile Schedules of all appointments. Render administrative infrastructure support services to the chief directorate: Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation in the office of the Directorate in line with relevant legislation and policies. Obtain inputs and compile Chief Directorate's Reports. Progress Reports, Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the Chief Director. Respond to enquiries received internal and from external stakeholders. File documents for the Chief Directorate where required. Collect, analyse and collates information requested for the Chief Directorate. Coordinate and facilitate travel arrangements for the Chief Directorate. Management leave register and telephone Accounts for the office of the Chief Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents items like procurement and monthly salary reports. Keep records of expenditure commitments, monitors expenditure and alert the Chief Director of possible over – and under spending. Check BAS reports to ensure that expenditure is allocated correctly. Collects and coordinate all documents related to the Chief Directorates budget. Assist Chief Director in determining funding requirements for the purpose of MTEF budget. Provide assistance in monitoring system for financial and performance indicators relating to infrastructure. Render infrastructure support services in provincial departments: Provide hands on monitoring and analysis of infrastructure in sector departments to ensure that they maintain their facilities in line with the PFMA and GIAMA. Assist in the monitoring of the implementation of provincial infrastructure strategy. Provide support in analysing Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance; Support the analysis of the SDA to ensure compliance with Provincial IDMS requirements. Assist in the monitoring and the implementation of unresolved disputes that need to be addressed in terms of SDAs and escalate these. Assist in the implementation of the alignment of IDPs with Provincial Infrastructure Plans.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

<u>POST 05/149</u>	:	<u>ADMIN OFFICER: BUDGET & PUBLIC FINANCE REF NO: PT16/02/2019</u> Purpose: To render office administrative and management support services to the Directorate.
<u>SALARY</u>	:	R242 475 per annum Level 07
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years' experience in administration environment.
<u>DUTIES</u>	:	Render administrative and management support services to the directorate: Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Chief Director. Prioritise matters within the office of the Chief Directorate. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate Make follow-ups on outstanding reports. Develop and maintain record management system in the Director's office. Facilitate the travel and accommodation in the office of the Chief Director and process S&T claims. Draft documents or reports as and when required for Directorate. Facilitate the procurement of standard items for the office of the Chief/ Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. Coordinate reports within the directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate .Make follow ups on outstanding reports and prepare report for submission to the Director .Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. Administer budget processes and planning within the directorate: Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending .Compile the Directorate's monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. Manage area of responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, resolve problems of motivation and control with minimum guidance from manager, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage daily and enforce timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071

- POST 05/150** : **PERSONAL ASSISTANT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT17/02/2019**
(One Year Contract)
Purpose: To Render Secretarial, Clerical, Administrative and Recordkeeping Support Services to the Deputy Director General: Transversal Supply Chain & Asset Management.
- SALARY** : R242 475 per annum Level 07
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration any other related qualification coupled with a Minimum of two years' experience in administration environment.
- DUTIES** : Provide secretarial / receptionist support service to the DDG P3: Receive telephone calls. Perform advanced typing for the Deputy Director General. Operate and ensure that office equipment is in good working order. Record engagements for the Deputy Director General .Coordinate and sensitize / advises Deputy Director General regarding engagements. Compile Schedules of all appointments. Render administrative support services to the Deputy Director General: Ensure effective flow of information and documents from and to the office of the DDG. Ensure safe keeping of all documentation in the office of the DDG in line with relevant legislation and policies. Obtain inputs and compile Programme 3 Reports. Progress Reports: Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the DDG. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the DDG and the Programme where required. Collects, analyse and collates information requested by the DDG. Clarifies instructions and notes on behalf of the DDG. Coordinate travel arrangements on behalf of the DDG. Prioritise issues in the office of the DDG. Management leave register and telephone Accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the DDG. Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide support to the DDG regarding meetings and chief directorate meetings: Scrutinize documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the DDG to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the DDG as required. Coordinates logistical arrangement for the meetings when required. Support deputy director general with the administration of programme 3 budget: Collects and coordinate all documents related to the Programme 3 budget. Assist DDG in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts DDG of possible over – and under spending. Check collerats BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the DDG and compiles draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose.
- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

DEPARTMENT OF PUBLIC WORKS

The Department of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605
- FOR ATTENTION** : Ms N.H Malgas
CLOSING DATE : 22 February 2019
NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to 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 signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will 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. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

- POST 05/151** : **DEPUTY DIRECTOR: BUILDINGS INFRASTRUCTURE REF NO: DPW 01/01/2019**
Provincial Departments Infrastructure
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11) (An all-inclusive remuneration package)
: Head Office (Bhisho)
: A recognised Bachelor's Degree / National Diploma in Built Environment discipline with at least 8 - 10 years post qualification experience in Built Environment of which 3 years must be at an Assistant Director level in active construction, facilities or quality management as a site agent, facilities or quality management on a construction site. Professional registration with a Professional regulatory council although not mandatory will be an added advantage. A valid driver's licence. Understanding and application experience of SANS and ISO quality control provisions together with the relevant Built Environment Legislation. Excellent communication skills. Extensive computer literacy. Willingness to work after hours during emergencies. Knowledge of Public Service Management Framework. Understanding of Public Management Finance Act. Treasury instructions and regulations.
- DUTIES** : Manage, co-ordinate and monitor the overall management of the Provincial In-house Maintenance Units and the activities of inspectorate services. Construction of minor new works and maintenance of government buildings. Responsible for the Provincial Departmental Artisan Development Programme. Develop, maintain and render broad maintenance management function in DPW managed buildings. Ensure that norms and standards are adhered to in all projects for both outsourced and in-house. Report and provide information regularly, as well as on demand to management. Manage sub-ordinates, key performance areas and taking actions to correct deviations to achieve departmental objectives. Ensure implementation of monthly preventative maintenance, supervise and inspect the quality and quantity of work done or services rendered by the contractors. Manage the development and utilisation of Human Resources for the discipline and ensure competent knowledge base for continued success of technical services according to organisational needs and requirements. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the department.
- ENQUIRIES** : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
- POST 05/152** : **CONTROL SURVEYOR TECHNICIAN: BUILDING PROFESSIONAL SERVICES REF NO: DPW 02/01/2019**
- SALARY CENTRE** : R422 139 per annum (OSD)
: Alfred Nzo Regional Offices

<u>REQUIREMENTS</u>	:	National Diploma in Survey or Cartography or relevant qualification. Valid driver's license. Compulsory registration with PLATO as a Survey Technician/Survey. Six years post qualification survey experience.
<u>DUTIES</u>	:	Survey design and analysis effectiveness: Perform final review and approval or audits on new survey applications according to set standards and design principles or theory, Co- ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness: Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specification and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Financial Management: To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/ services, Manage the operational survey project portfolio for the operational to ensure the effective resourcing according to organizational needs and objectives, Manage the commercial added value of the discipline- related programmes and projects, Facilitate the compilation of innovation proposal to ensure validity and adherence to organizational principles, Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs(databases) and manages significant risk according to sound risk management practice and organizational requirement, provide technical consulting services for the operation of survey related matters to minimize possible survey risks, Manage and implement knowledge sharing initiatives e.g. short- term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment, Continuously monitor the exchange and protection of information between operation and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success survey services according to organization needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 05/153</u>	:	<u>ARCHITECTURAL TECHNICIAN: BUILDING PROFESSIONAL SERVICES REF NO: DPW 03/01/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R293 652 per annum (OSD)
	:	Alfred Nzo Regional Offices
<u>DUTIES</u>	:	National Diploma in Architecture or relevant qualification. Three years post qualification technical experience. Valid driver's license. Compulsory registration with SACAP, as a professional Architectural Technician.
<u>DUTIES</u>	:	Render architectural services: Assist Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects. Promote safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedure to incorporate new technology; and Produce plans with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required Provide and consolidate inputs to the technical/architectural plan Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures Research/ literature studies on technical architectural technology to improve expertise; and Liaise with relevant bodies/councils on architecturally related matters.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 05/154 : **ENGINEERING TECHNICIAN: PROFESSIONAL SERVICES (BUILDINGS) REF NO: DPW 04/01/2019**

SALARY CENTRE REQUIREMENTS : R293 652 per annum (OSD)
: Sarah Baartman Regional Office (Port Elizabeth)
: A National Diploma in Civil Engineering or relevant qualification • Three years post qualification technical (Engineering) experience within the Built environment. Valid driver's license. Compulsory registration with ECSA as Engineering Technician.

DUTIES : Render technical services: Assist Engineers, technologist and associates on site and technical office activities, promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform Administrative and related functions: Provide inputs into the budgeting process as required; compile and submit reports as required; provide and consolidate inputs to the technical/engineering operation plan; develop, implement and maintain database; and supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

DEPARTMENT OF SAFETY AND LIAISON

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS : Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhisho, 5605. Hand Delivery: No 7 Taylor Street, Archies Building, King Williams Tow, 5601

FOR ATTENTION : Ms NA Zuma

CLOSING DATE : 22 February 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 05/155 : **SENIOR MANAGER: FINANACIAL MANAGEMENT REF NO: ESL/2019/01/01**

SALARY : R1 005 063 – R1 183 932 per annum (Level 13). All inclusive remunerative package; The remunerative package includes a basic salary (70% of package),

State contribution to Government Employees Pension Fund = (13% of Basic Salary) and a flexible portion which can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Head Office: King William's Town
: Appropriate recognized Bachelor's degree/National Diploma applicable to the Financial Management field. 5 years Middle Management financial management experience in public sector. Skills: Proven leadership and management skills. Ability to implement internal systems and controls to ensure sound financial management. A track record in the preparation and management of annual performance plan budgeting, preparation of annual financial statement, expenditure management and rebates and salary management. Knowledge of the following: Government Accounting Standards (GRAP); Public Finance and Management Act (PFMA), Treasury Regulations and Guidelines, Personal Salary System (PERSAL), LOGIS, Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management Prescripts, project management, financial management, knowledge management, service delivery innovation, monitoring and evaluation, strategic planning, human resources management, supply chain management. Ability to communicate effectively. A good track record of working with multiple stakeholders. Proven skills in problem analysis and solving. Valid driver's license.

DUTIES

: Ensure the establishment and implementation of sound financial management, accounting and internal control systems and processes for the Department in compliance with relevant legislation requirements. Contribute to the development of the strategic and annual performance plans, including coordination, analysis and advice. Oversee the budget preparation process, provide advice and support to stakeholders and review the budget prior to submission to the relevant authority. Oversee and manage the budget monitoring process, including the production of applicable monthly and quarterly financial and performance reports and provide recommendations and advice to address significant variances. Monitor the operation of accounting systems, controls and procedures in order to ensure integrity of financial information. Ensure expenditure is incurred in accordance with the purpose approved in vote. Ensure payments to suppliers are made within thirty days of receiving invoice or claim, unless otherwise specified in contract. Conduct monthly analysis of expenditure patterns of various programmes and make recommendations where necessary. Ensure effective management of salaries and rebates. Review and manage the finalisation of the quarterly and Annual Financial Statements. Ensure the effective, efficient, economical and transparent use of financial and other resources. Provide financial management support to internal/external stakeholders. Manage engagement with assurance providers, including responding to matters raised (eg, risk management action plans, internal and external auditors). Manage the utilisation of financial systems to capture accounting transactions, control the general ledger and perform financial administration.

ENQUIRIES

: Can be directed to Ms NA Zuma at 043 642 6800

OTHER POSTS

POST 05/156

: **DEPUTY DIRECTOR: MONITORING: FACILITATION REF NO: 2019/01/02**

**SALARY
CENTRE
REQUIREMENTS**

: R826 053 – R973 047 per annum (Level 12)
: Head Office: King William's Town
: Degree (NQF Level 7) in the field of Social Sciences and /or Police Science. Minimum of 3-5 years of experience in managerial experience. Valid driver's license Code B. Skills: Ability to demonstrate comparable competence and achievements through experience. Strategic capability and leadership. Financial management. Programme and project management. Knowledge of the policy environment regarding crime prevention SAPS Act, Public Finance Management, White Paper on Safety and Security, and other relevant prescripts. Knowledge of the Department's constitutional mandate and the relevant policies, legislation and its relationship with the National Department and other stakeholders is required. Understanding of macro and micro development and growth of the economy within the province and the district is critical. Ability to interact with local municipality on

<u>DUTIES</u>	:	<p>matters relating to safety and security. Have knowledge of people management and inspire performance within the district. Computer literacy, drivers licence</p> <p>Ensure effective oversight on SAPS. Build a stronger partnership between SAPS and Communities. Ensure good governance and administration of monitoring and civilian oversight programme (PFMA, SCM, Treasury Regulations and Human Resources). Oversight of CPF structures. Monitoring implementation of Employment Equity. Monitoring Discipline within SAPS. Input into legislation on Safety and Security. Monitor all transformation initiatives in SAPS – Eastern Cape. Consolidate District reports on- Stations Monitored utilizing. National Monitoring Tool (NMT). Unannounced Visits. NMT recommendations implementation report. Accountability Engagements (Community perception). Conduct National and Provincial Special Projects. Support identified Districts on organizing and hosting of Accountability Engagements. Organize Workshops for Districts on areas of operation. Secretariat of the Provincial Service Delivery Working Group.</p>
<u>ENQUIRIES</u>	:	Can be directed to Ms NA Zuma at 043 642 6800
<u>POST 05/157</u>	:	<u>DEPUTY DIRECTOR: SAFETY EVENTS MANAGEMENT ESL/2019/0103</u>
<u>SALARY</u>	:	R697 011 – R821 052 per annum (Level 11)
<u>CENTRE</u>	:	Head Office: King William’s Town
<u>REQUIREMENTS</u>	:	A Degree/Diploma in Public Relations/ Events Management or any related qualification. Minimum of 3-5 years of experience in managerial experience. Valid Driver’s Licence. Skills: Knowledge of strategic leadership. Proven skills with respect to administration, research and writing, interpersonal relations, performance management and project management. Knowledge of the Constitution, Public Service Act, PFMA, the Department’s Constitutional mandate and stakeholders. Ability to work under pressure. Computer Literacy. Leadership and strategic skills, Planning and Organizing Skill. Budgeting and Financial Management. In-depth understanding of Management Performance Assessment Tool (MPAT), People Management and Empowerment. Conflict Management Skill. Change Management, including promoting transformation. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid driving licence.
<u>DUTIES</u>	:	<p>Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events in consultation with Communications. Prepare closeout reports for the events. Develop and maintain records and information management system for the office of the Head of Department. Assist the Executive Support in coordinating input processes which will enable the Head of Department to execute her/his responsibilities in the governance structures of the Department, intergovernmental technical structures and legislature structures/hearings. Ensure functionality of departmental governance structures. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate Management Assessment Tool (MPAT) in the department. Ensure compliance by the Office of the Head of Department with all statutory requirements and reports. Ensure that reporting deadlines are met by the department. Liaise with the various branches, sister departments on all mutual business affecting the department. Coordinate the implementation of internal audit recommendations. Coordinate the implementation of external audit recommendations. Undertake internal control assignments to ensure compliance with policies, prescripts procedures.</p>
<u>ENQUIRIES</u>	:	Can be directed to Ms NA Zuma at 043 642 6800
<u>POST 05/158</u>	:	<u>ASSISTANT DIRECTOR: CIVILLIAN OVERSIGHT AND MONITORING REF NO: ESL/2019/01/04</u>
<u>SALARY</u>	:	R444 693 – R523 818 per annum (Level 10)
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	Three year degree / diploma (NQF Level 7) in the field of Social Science or Police Science or Criminology or Public Administration. Minimum of 3 -5 years

supervisory experience preferably in the Monitoring and Oversight field. Computer literacy. Valid driver's Licence. Skills: Knowledge of SAPS Act, NCPS, White Paper on Safety and Security, Negotiation skills, Presentation. Practical experience in Community Safety Programmes and oversight function. Knowledge of the policy environment regarding Crime Prevention, SAPS Act, Public Finance Management Act, White Paper on Safety and Security, PCPS and other relevant prescripts. Knowledge and implementation of the Departments constitutional mandate and the relevant policies, legislations and its relationship with the National Departments and other stakeholders is required. Understanding of socio economic development issues within the province and the district is critical. Experience in human resource management and knowledge of relevant legislations and prescripts. Be able to build sound relations with internal and external stakeholders.

DUTIES : Conduct the function of civilian oversight over the SAPS including transformation of policies and guidelines that are implemented by the SAPS. Monitoring and evaluation of the SAPS fraud prevention strategy. Manage resources within the component.

ENQUIRIES : Can be directed to Ms NA Zuma at 043 642 6800

POST 05/159 : **COMMUNITY LIAISON OFFICER REF NO: ESL/2018/11/05**

SALARY : R299 709 – R353 043 per annum (Level 08)

CENTRE : Joe Gqabi District

REQUIREMENTS : Degree or National Diploma or equivalent in the field of Social Sciences and/or Police Science. Experience of 2-3 years in the relevant field. Valid driver's license Code B. Skills: The Constitution of RSA, 1996. Knowledge of public service Act and regulations. PFMA. South African Police Service Act, 1995. National Crime Prevention Strategy, 1996. Domestic Violence Act, 1998. Child Care Act, 1983. Criminal Procedure Act, 1977. South African Police Service National Instructions, Standing Orders and Regulations. Promotion of Administrative Justice Act, 2000. Promotions of Access to Information Act, 2000. Civilian Secretariat for Police Service Act, 2011. Independent Investigative Directorate Act 1 of 2011, Communication skills. Project management skills Community Development. Report writing skills. Computer skills. Financial Management skills.

DUTIES : Conduct effective oversight of the South African Police Services. Conduct Police Cluster accountability engagements. Conduct service delivery evaluations at identified Police Stations. Participate in strategic engagements with SAPS Clusters. Conduct Unannounced visits at identified police stations. Strengthen community police relations in the district. Conduct assessment of functionality of the CPF structures within the district. Oversee CPF Elections. Establish and monitor the functioning of street and village Committees. Conduct capacity building programs for CPFs through Clusters. Conduct community mobilization programs. Support Municipalities with establishment and functioning of Community Safety forum, Participate in IDP and IGR sessions. Assess and monitor the implementation of the school safety crime prevention protocol by SAPS. Facilitate the establishment, payment and monitoring of safety patrollers. Compile and Submit Performance reports. Submit verified monthly progress reports on activities. Comply with PMDS requirements.

ENQUIRIES : Can be directed to Ms NA Zuma at 043 642 6800

POST 05/160 : **COMMUNITY LIAISON OFFICER REF NO: ESL/2019/01/06**

SALARY : R299 709 – R353 043 per annum (Level 08)

CENTRE : Chris Hani District

REQUIREMENTS : Degree or National Diploma or equivalent in the field of Social Sciences and/or Police Science. Experience of 2-3 years in the relevant field. Valid driver's license Code B. Skills: The Constitution of RSA, 1996. Knowledge of public service Act and regulations. PFMA. South African Police Service Act, 1995. National Crime Prevention Strategy, 1996. Domestic Violence Act, 1998. Child Care Act, 1983. Criminal Procedure Act, 1977. South African Police Service National Instructions, Standing Orders and Regulations. Promotion of Administrative Justice Act, 2000. Promotions of Access to Information Act, 2000. Civilian Secretariat for Police Service Act, 2011. Independent Investigative Directorate Act

1 of 2011, Communication skills. Project management skills Community Development. Report writing skills. Computer skills. Financial Management skills.

DUTIES : Conduct effective oversight of the South African Police Services. Conduct Police Cluster accountability engagements. Conduct service delivery evaluations at identified Police Stations. Participate in strategic engagements with SAPS Clusters. Conduct Unannounced visits at identified police stations. Strengthen community police relations in the district. Conduct assessment of functionality of the CPF structures within the district. Oversee CPF Elections. Establish and monitor the functioning of street and village Committees. Conduct capacity building programs for CPFs through Clusters. Conduct community mobilization programs. Support Municipalities with establishment and functioning of Community Safety forum, Participate in IDP and IGR sessions. Assess and monitor the implementation of the school safety crime prevention protocol by SAPS. Facilitate the establishment, payment and monitoring of safety patrollers. Compile and Submit Performance reports. Submit verified monthly progress reports on activities. Comply with PMDS requirements.

ENQUIRIES : Can be directed to Ms NA Zuma at 043 642 6800

POST 05/161 : **ADMIN OFFICER REF NO: ESL/2019/01/07**

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Amatole District
REQUIREMENTS : Grade 12 with 10 years' experience or three year degree or National Diploma in the field of Purchasing Management/ Public Administration or Management / Financial / Logistics Management. 2-3 years' relevant experience in Supply Chain Management. A driver' licence is an added advantage. Skills: Knowledge of financial management, general administration and supply chain Management. Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts, problem solving, communication skills (Verbal and Written), customer care ect. Ability to work under pressure and independently. Computer Skills.

DUTIES : Provision of Admin Support to the District office, Records Management, Fleet Management, Ensure the efficient and effective supervisory functions, financial Management and Supply Chain Management.

ENQUIRIES : Can be directed to Ms NA Zuma at 043 642 6800

POST 05/162 : **ADMIN OFFICER REF NO: ESL/2019/01/08**

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Joe Gqabi
REQUIREMENTS : Grade 12 with 10 years' experience or three year degree or National Diploma in the field of Purchasing Management/ Public Administration or Management / Financial / Logistics Management. 2-3 years' relevant experience in Supply Chain Management. A driver' licence is an added advantage. Skills: Knowledge of financial management, general administration and supply chain Management. Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts, problem solving, communication skills (Verbal and Written), customer care ect. Ability to work under pressure and independently. Computer Skills.

DUTIES : Provision of Admin Support to the District office, Records Management, Fleet Management, Ensure the efficient and effective supervisory functions, financial Management and Supply Chain Management.

ENQUIRIES : Can be directed to Ms NA Zuma at 043 642 6800

POST 05/163 : **ADMIN CLERK REF NO: ESL/2019/01/09**

SALARY : R163 563 – R192 666 per annum (Level 05)
CENTRE : Nelson Mandela Metro District
REQUIREMENTS : Grade 12, three year degree Degree or National Diploma in the field of Purchasing Management, Public Administration / Management, Financial, Logistic Management or relevant qualification, with at least 0 - 2 years relevant experience in Financial Management / SCM. Skills: Knowledge of financial administration.

- Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts. Financial management skills, problem solving and communication skills (Verbal and Written. Ability to work under pressure and independently. Computer Literacy.
- DUTIES** : Preparation of procurement requests for Supply Chain Management unit. Processing of submitted requisition. Capturing valid requisitions on Logis. Perform other general clerical duties.
- ENQUIRIES** : Can be directed to Ms NA Zuma at 043 642 6800
- POST 05/164** : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: ESL/2019/01/10 (X3 POSTS)**
- SALARY** : Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings
- CENTRE REQUIREMENTS** : Head Office
Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration and the Centre for Public Service Innovation.
- DUTIES** : The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter.
- ENQUIRIES** : Can be directed to Ms NA Zuma at 043 642 6800

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9
- FOR ATTENTION** : Mrs P Mbewu
- CLOSING DATE** : 22 February 2019
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service Department, go to www.dpsa.gov.za and should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver's license (where applicable)and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that

if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

OTHER POSTS

- POST 05/165** : **DEPUTY DIRECTOR: ASSET AND LIABILITIES**
(1 year contract)
- SALARY** : R697 011 per annum Level 11 (An all –inclusive remuneration package)
CENTRE : East London
REQUIREMENTS : Bachelor's Degree/ B Tech (NQF level 7) in Finance/ Auditing majoring in Accounting with at least 3 years at Assistant Director Level/ Junior Management level in finance in an accrual environment. At least 1 year experience should be in asset management. Valid driver's licence. Competencies: Applied Strategic Thinking. Creative thinking. Technical proficiency. Planning and Organising. Decision Making and Problem Solving. Project Management.
- DUTIES** : Development and maintenance of a system of internal controls, risk management in entity's asset and liabilities management in line with relevant legislative framework and treasury regulations. Manage process to account and report on finance and operating leases. Management and accounting for Property, Plant and Equipment and Logistics management *Manage process to account and report for new vehicles inventory and inventory held for sale. Management and accounting for accounts payables. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mrs P Mbewu at 043-731 1249
- POST 05/166** : **ASSISTANT MANAGER: FLEET RISK MANAGEMENT**
(1 year contract)
- SALARY** : R444 693 per annum Level 10 plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Tertiary Qualification (NQF Level 6) with at least 3 years at supervisory level or salary level 7/8 in a fleet risk environment. Competencies: Creative thinking. Organisational communication effective. Team Leadership. Self-management. Problem Solving and Decision Making. Planning & organising. Computer Literacy.
- DUTIES** : Manage accident related claims (including 3rd party claims), vehicle losses & related cost recovery processes. Manage fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Manage the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mrs P Mbewu at 043-731 1249
- POST 05/167** : **ASSISTANT MANAGER: LOSS CONTROL (X2 POSTS)**
(1 year contract)
- SALARY** : R444 693 per annum Level 10 plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : National Diploma (NQF Level 6) in Forensic Investigations / Policing / Legal with at least 3 years at supervisory level or salary level 7/8 in a Loss control environment / Commercial Crimes / Motor Vehicle Accident related investigations. Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.
- DUTIES** : Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for

		all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Supervise subordinate staff and support GFMS planning processes. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mrs P Mbewu at 043-731 1249
<u>POST 05/168</u>	:	<u>ASSISTANT MANAGER: STRATEGY AND PLANNING</u> (1 year contract)
<u>SALARY</u>	:	R444 693 per annum Level 10 plus 37% lieu of benefits
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Public Administration with at least 3 years at supervisory level or salary level 7/8 within planning, monitoring and evaluation environment. Competencies: Applied Strategic Thinking. Planning and Organising. Communication and reporting skills. Problem solving and Decision Making. Analytical skills. Computer literacy skills. Understanding Strategic Planning, budgeting, implementation, reporting, monitoring and evaluation.
<u>DUTIES</u>	:	Develop and maintain GFMS strategic and annual performance planning agenda. Based on legislative and policy directives develop and publish GFMS's planning agenda. Develop and maintain planning input instruments and templates. Provide technical support to Managers to enable compliance with the planning agenda. Facilitate the development and maintenance of GFMS Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate and consolidate Strategic Planning/Annual Performance Planning input processes. Coordinate and consolidate consultation processes. Provide continuous technical support and advisory services to GFMS governance structures to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Monitor, evaluate and report on the performance of GFMS in line with its strategic objectives and Annual Performance targets. Maintain institutional monitoring, evaluation and reporting instruments and templates. Coordinate evaluation processes based on the identified objectives and performance targets set in relevant plans. Coordinate the submission of quarterly performance reports. Validate performance information, prepare and present on a quarterly basis performance reports for GFMS governance structures of the department and oversight bodies. Provide early warning support to the executive management team of GFMS. Coordinate the development of GFMS Annual Report. Facilitate and coordinate policy development, review and maintain policy register. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mrs P Mbewu at 043-731 1249
<u>POST 05/169</u>	:	<u>ASSISTANT MANAGER: ACCOUNTING AND REPORTING</u> (1 year contract)
<u>SALARY</u>	:	R356 289 per annum Level 09 plus 37% lieu of benefits
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) in Finance/ Auditing majoring in Accounting with at least 3 years at supervisory level or salary level 7/8 in Finance in an accrual environment, of which one year must be in preparation of GRAP compliant financial statements. Competencies: Creative Thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical knowledge of Pastel and Caseware is essential.
<u>DUTIES</u>	:	Provide input for the development and maintenance of the GFMS's financial management system in line with legislative, Treasury and GRAP standards. Assist in the management of GFMS's general ledger. Maintain GFMS's bank and investment accounts. Assist in coordinating planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Preparation of Annual Financial Statements. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249

POST 05/170 : **WAREHOUSE CONTROLLER**
(1 Year Contract)

SALARY : R356 289 per annum Level 09 plus 37% lieu of benefits
CENTRE : Port Elizabeth Government Garage
REQUIREMENTS : Tertiary qualification (NQF 6) with at least 3 years at supervisory level or salary level 7/8 in a fleet environment. Logistics/ Warehousing/ Asset Management experience will be an added advantage. A valid code 08 driving license. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.

DUTIES : Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage provisioning of facilities and Security Services. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249

POST 05/171 : **ASSISTANT MANAGER: HRM AND ADMINISTRATION REF NO: GFMS**
1 Year Contract

SALARY : R356 289 per annum Level 09 plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : National Diploma (NQF level 6) in Human Resource Management with at least 3 years in HR Provisioning and Conditions of Services environment. Knowledge of HR Government Prescripts. Competencies: Human Resource Management Systems (PERSAL). Human Resource Records Management. Strategic Partner. Change Management. Administrative Partner. Employee Champion.

DUTIES : Analyse national policy imperatives and facilitate implementation thereof through the development of policies, delegations, procedure manuals and plans. Supervise and provide recruitment, selection and employment services. Supervise and provide service benefit administration services. Management of Strategic Human Resource. Manage transformation and change. Facilitate the implementation of Employee Relations activities. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249

POST 05/172 : **ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE**
(1 year contract)
This is a re-advertisement, those who applied previously are encouraged to apply as this post was erroneously advertised as permanent.

SALARY : R286 500 – R321 234 per annum (OSD) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Trade Test certificate (Mechanical/Panel beating/Electrical) with 3 years' experience in a technical workshop environment. Valid code 08 driving license is essential. Competencies: Computer Literacy. Communication Skills (verbal and non - verbal). Report Writing Skills. Computer Skills. Customer Care. Records Management.

DUTIES : Managing GFMS Supplier – Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services) Administer Insurance processes.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249

POST 05/173 : **STATE ACCOUNTANT: ASSET MANAGEMENT**
(1 year contract)
This is a re-advertisement, those who applied previously are encouraged to apply.

SALARY : R242 475 per annum Level 07 plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : National Diploma (NQF Level 6) in Finance/ Auditing majoring in Accounting plus at least 2 years' experience in finance in an accrual environment. Practical knowledge of Accounting Standards. Knowledge of financial system in an accrual environment will be an added advantage. A valid driving license. Competencies: Creative Thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical Knowledge of Accounting Standards.

DUTIES : Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manage maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicles tracker and PPE etc.). Preparing reconciliations for all categories for PPE, Leases and Inventory. Other asset management administration.

ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249

POST 05/174 : **RECEPTIONIST**
(1 year contract)

SALARY : R163 563 per annum Level 05 plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Grade 12 (NQF level 4). Competencies: Good verbal and written communication skills. Conflict resolution. Self-Management. Interpersonal Relations. Multi-tasking and time management skills with the ability of prioritising task. Computer Literacy.

DUTIES : Welcome visitors in person and or telephonically. Direct visitors to the appropriate person. Provide receptionist services to the GFMS. Provide general administrative support services. Coordinate and manage all incoming and outgoing correspondence. Answering the switchboard, screening and forwarding incoming phone calls. Provide basic and accurate information in-person or via phone/email. Receiving and sorting daily mail/deliveries/couriers. Maintain office security by following safety procedures and controlling access via the reception desk. Perform other office administration duties.

ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249
NOTE : shortlisted candidates will be subjected to competency assessment

POST 05/175 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
(1 year contract)

SALARY : R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Grade 12 (NQF level 4). Competencies: Computer Skills. Interpersonal relations. Good verbal written communication skills. Teamwork.

DUTIES : Request and receive quotations. Place orders. Issue and receive bid documents. To maintain database of bid issued and received. Update and maintain register of suppliers.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE : 25 February 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 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, 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.

OTHER POSTS

POST 05/176 : **MEDICAL SPECIALIST: GRADE 1 – 3 FAMILY MEDICINE REF NO: H/M/1 (X2 POSTS)**

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum

CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as Medical Specialist in Family Medicine. Registration with Professional Council. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Family Medicine. **Grade:2** A minimum of 5years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10years appropriate experience as medical specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical specialist in Family Medicine. Valid drivers' licence and willingness to travel. Knowledge and Skills: Knowledge and understanding of the Department's Health Care 2030 vision. Excellent administrative and research skills. Good communication skills, Computer literacy (MS Word, PowerPoint and Excel).

DUTIES : Responsible for Clinical service delivery, medical services with regard to quality of care, clinical governance and training needs. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services. Develop, maintain and monitor protocols for proper clinical

governance of the services. Initiate, supervise and conduct research appropriate to the needs of the Hospital. In conjunction with Manager: Liaise with specialists at the referral hospital to implement the outreach and support programs. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan, Tel No: (051) 405 3496
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
FOR ATTENTION : Me A Lombard

POST 05/177 : **MEDICAL SPECIALIST: (HIV+TB) GRADE I- 3 REF NO: H/S/9**

SALARY : Grade 1: R1 051 368 per annum
 Grade 2: R1 202 112 per annum
 Grade 3: R1 395 105 per annum

CENTRE : Pelonomi Center of Excellence
REQUIREMENTS : MBCHB Degree. Diploma in infectious diseases or other qualification. Registration with HPCSA as Medical Specialist in a normal speciality. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. A Valid South African driver's license. Knowledge and Skills: Knowledge of MDR/XDR TB and HIV. Interest in Training and Research. At least Good communication and interpersonal skills. Proven experience in the field of TB/HIV and management of complicated infectious disease patients.

DUTIES : Mentoring of NIMART and NIMDR TB Nurses. Assist in developing training strategies. Support learners. Outreach training to the districts. Be prepared to travel extensively and work under pressure. Patient Care: Outpatient, In-patients and Outreach. Development and implementation of guidelines. Serve on relevant committees.

ENQUIRIES : Dr D Steyn, Tel No: (051) 405 1462/1107, 082 3295 6682, Dr S Potgieter: 082 5672558

APPLICATIONS : applications to be send to: The Director, HRM and Planning, (Recruitment and Selection), P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

POST 05/178 : **DEPUTY MANAGER – PHARMACEUTICAL SERVICES REF NO: H/D/1**

SALARY : R975 945 per annum

CENTRE : Thabo Mofutsanyana District, Witsieshoek

REQUIREMENTS : An appropriate qualification that allows registration with SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Knowledge and Skills: Knowledge of legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. Strong leadership skills pertaining to general management, contingency planning and operational management of the pharmacy. Good interpersonal skills to affect the implementation of staff management strategies while also pro-actively improving stakeholder relationships. Soft skills to affect conflict resolution and positively influence the day-to-day functioning of the pharmacy. Good communication skills, Computer literacy (MS Word, PowerPoint and Excel).

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Ensure availability, accessibility and affordability of medicine and medical consumables to patients. Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures, Ordering and receiving of stock, Storage of stock, maintain stock cards, record keeping, Distribution and redistribution of stock. To facilitate and assist with the disposal of expired stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Implementation and maintaining of a referral

system. Recruiting, appointing, motivating and training of pharmacy personnel. Supervision of pharmacists and pharmacy personnel. Interact and advise the CEO's on pharmaceutical issues. Keeping of statistics, compiling of reports. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutics committee meeting, ECC, etc, compiling revision and updating of Standard Operational Procedures and Policies. Deliver emergency services.

ENQUIRIES : Mr M S Shabangu, Tel No: (058) 7130515 ext. 144
APPLICATIONS : applications to be send to: The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba
FOR ATTENTION : Mr Shabangu

POST 05/179 : **MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/3 (X2 POSTS)**

SALARY : Grade 1: R780 612 per annum
 Grade 2: R892 551 per annum
 Grade 3: R1 035 831 per annum

CENTRE : Phumelela Hospital, Vrede
REQUIREMENTS : MBCHB Degree. Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner 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. **Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as 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. Registration with the HPCSA as Medical Practitioner. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as 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 and Skills: Knowledge of basic surgery. Knowledge of Primary Health Care. Driver's license.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration and reporting. Provide training and leadership to medical interns, nurses and medical officers doing community service.

ENQUIRIES : Mr F C Moloi Tel No: (058) 624 1801/ 1808
APPLICATIONS : The Chief Executive Officer, Thebe/Phumelela hospital Complex, Private Bag X871, Harrismith, 9880

FOR ATTENTION : Mr F C Moloi

POST 05/180 : **DENTIST: GRADE 1: REF NO: H/D/4**

SALARY : Grade 1: R757 707 per annum (OSD)
CENTRE : Albert Nzula Hospital, Trompsburg
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 : Dr M A Thejane Tel No: (051) 4922193
APPLICATIONS : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg
FOR ATTENTION : Mr T G E Finger

POST 05/181 : **DENTIST: GRADE 1-3 REF NO: H/D/5**

SALARY : Grade 1: R757 707 per annum (OSD)
 Grade 2: R892 551 per annum (OSD)
 Grade 3: R1 035 831 per annum (OSD)

CENTRE : Phumelela Hospital, Vrede
REQUIREMENTS : Registration with the HPCSA as Dentist. Experience: **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. **Grade 2:** Minimum of 7 years after registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 8 years' relevant experience after registration as Dentist 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. Registration with the HPCSA as Dentist. **Grade 3:** Minimum of 12 years after registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 13 years' relevant experience after registration as Dentist 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 and Skills: None after registration as a Dentist.

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. 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 F C Moloi Tel No: (058) 624 1801/ 1808
APPLICATIONS : The Chief Executive Officer, Thebe/Phumelela hospital Complex, Private Bag X871, Harrismith, 9880

FOR ATTENTION : Mr F C Moloi

POST 05/182 : **PHARMACIST: GRADE 1 REF NO: H/P/3**

SALARY : R655 980 per annum (OSD)

CENTRE : Albert Nzula Hospital, Trompsburg

REQUIREMENTS : Registration with the SAPC as a Pharmacist: Experience Grade 1: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist 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. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's license. Appropriate clinical and theoretical knowledge.

- DUTIES** : Ensure availability of medicines at the clinic. Dispense medicine and provide information to patients. Train Pharmacy Assistant and Community Service Pharmacists. Supervise work of subordinates. Perform other related tasks as delegated. Be willing to work long hours/after hours/call outs if the needs arise. Ability to manage and coordinate productivity and be part of an interactive team. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated. Sound interpersonal, communication and legation pertaining to Pharmacy including NHI, CCMDD, Essential Medial List (EML), Standard drugs and therapeutics committee. Commitment to serve excellence, together with innovative and analytical thinking based on sound ethical principles.
- ENQUIRIES APPLICATIONS** : Dr M A Thejane Tel No: (051) 4922193
- applications to be send to: The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg
- FOR ATTENTION** : Mr T G E Finger

POST 05/183 : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/2**

- SALARY CENTRE REQUIREMENTS** : R532 449 per annum (OSD)
 : Elizabeth Ross Hospital, Witsieshoek
 : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC, in Advanced Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge and Skills: Knowledge of Public Service Act and Regulations, and Public Finance Management Act (PFMA), knowledge of OSD for Nurses, Computer literacy. Compliance with the educational qualification, statutory requirements and competencies for the job level.

- DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Specialty unit. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Provision of effective support to nursing services. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Manage effectively the utilization and supervision of human resources. Coordinate mother and child program. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Ensure compliance to national Core Standards and Ten Point Plan. Management of assets. Identify, manage control risks. Skills of report writing and Data management. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation.

- ENQUIRIES APPLICATIONS** : Me M A Mosase Tel No: (058) 718 4000
- applications to be send to: The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866
- FOR ATTENTION** : Mr N A Mashinini

POST 05/184 : **OPERATIONAL MANAGER: PNB3: REF NO: H/O/1**

- SALARY CENTRE REQUIREMENTS** : R532 449 per annum
 : Thabo Mofutsanyana District, Witsieshoek
 : An appropriate R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least

1-year, accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification. Valid code (B/EB) drivers licence. Knowledge and Skills: Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.

DUTIES : Responsible for ensuring that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Clinic. Ensure compliance to professional and ethical practice. Manage the implementation of the Primary Health Care Package in order to provide a quality Primary Health Service, contributing towards the District targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and a well-informed community. Manage all resources allocated to the facility to ensure a cost effective Primary Health Care service. Management, qualification skills and experience. Attend relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of Clinic personnel. Management of officials' arrival, lunch and departure time (Time Management).

ENQUIRIES : Mr M S Shabangu Tel No: (058) 7130515 ext. 144
APPLICATIONS : The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba

FOR ATTENTION : Mr Shabangu

POST 05/185 : **ASSISTANT DIRECTOR: DIETETICS: GRADE 1 REF NO: H/A/1**

SALARY : R489 429 per annum. (OSD)
CENTRE : Lejweleputswa District Office
REQUIREMENTS : Registration with the HPCSA as a Dietician. A minimum of 3 year's appropriate experience as Dietician after registration with HPCSA (where applicable. Bachelor in Dietetics. Driver's license. Knowledge and Skills: Extensive experience in Management. Excellent communication skills. Computer literacy.

DUTIES : Provisioning of strategic leadership & governance: Responsibility for developing a shared division, effective strategies and operational plans for the district. Able to implement the vision in Nutrition services. Give oversight and ensuring the monitoring of compliance to all relevant Nutrition Services, Policies, Procedures and guidelines guiding the provision of Nutrition services within the district. Responsible for the management of efficient use of all resources in provision of quality. Nutrition service delivery: Respond to the burden of disease within the district for Nutrition. (Promotive, preventive and treatment). Improve quality of service through compliance with all domains of the National Core Standard for Nutrition Services. Resource Management: Human Resource Management: Responsible for managing Nutrition Human Resource components. Finance Management: Comply with the financial management for dietetics and nutrition for mobilization, accumulation and allocation of money for nutrition services as per DHP template. Ensuring implementation and compliance to minimum standards for nutrition. Manage policies and guidelines (asset registers) for optimizing the value of assets. Responsible for management and maintenance of infrastructure for nutrition ensuring availability of functional technology (including telecommunication systems) thereof. Supply Chain Management: Ensuring effective procurement and provisioning of goods and services for Nutrition division according to the Public Finance Management Act and National Treasury Regulations.

ENQUIRIES : Mr D M Nkala Tel No: (057) 910 3223
APPLICATIONS : applications to be send to: The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460 or hand delivered @ HR Office, Kopano Building, Meulen Street, Welkom

FOR ATTENTION : Me L Bester

POST 05/186 : **CLINICAL PROGRAM COORDINATOR: PNA-5: REF NO: H/C/1**

SALARY : R420 318 per annum (OSD)
CENTRE : Mafube Hospital, Frankfort
REQUIREMENTS : Registration with the SANC as Professional Nurse in General Nursing and Midwifery. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Experience/exposure to Quality Assurance Management. Knowledge and Skills: Computer literacy, driver's license, problem solving skills, ability to work under pressure and good communication skills.

DUTIES : Facilitate and oversee the development of operational /business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of nursing practice to promote the health status of health care users. Develop and implement quality assurance programme, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate I inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Mange and utilize resources in accordance with the relevant directives and legislation.

ENQUIRIES : Me P A Makoti Tel No: (058) 8535427
APPLICATIONS : applications to be send to: The Chief Executive Officer, Tokollo/Mafube Hospital Complex, Private Bag X8, Heilbron, 9650

FOR ATTENTION : Me P A Makoti

POST 05/187 : **CHIEF ARTISAN REF NO: H/A/4**

SALARY : R365 646 per annum (OSD)
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten years' post-qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver's license. N3 Certificate. Knowledge and Skills: None.

DUTIES : To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices to ensure that effective maintenance programs are in place. Emergency power installations. Electrical Distribution systems. Standby power management. Fire warning systems. steam energy services. Medical gas installations. Steam regulation systems. Clinical engineering services, gardening, machine room maintenance, support and oxygen and gas supply program. Bulk oxygen and cylinders are ordered in time. Plumbing, woodwork, air conditioning, Building, Electrical, Autoclave, Mechanical and Boiler maintenance. Cooling ventilation, console, type air conditioning units, industrial systems. Management of contracts and projects. Represent institution on all engineering related meetings and conferences. Ensure that the Division is managed in accordance with prescribed policies and regulations. Supervision of resources. Manage administrative and related, functions. Financial Management: People management. Maintain and advance expertise.

ENQUIRIES : Mr T A Mohaeka Tel No: (058) 3035123
APPLICATIONS : applications to be send to: The Chief Executive Officer, Phekolong Hospital, Private Bag X 1, Bethlehem, 9700

FOR ATTENTION : N Mofokeng

POST 05/188 : **CHIEF ARTISAN REF NO: H/A/5**

SALARY : R365 646 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten years' post-qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver's license. N3 Certificate. Computer literacy. Knowledge and Skills: Project management. Technical design and analysis knowledge. Computer aided technical applications. Knowledge of legal compliance. Technical report. Writing and consulting. Production process

DUTIES : Manage technical services. Manage technical services and support on conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology, and Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases and Manage artisans and related personnel and assets. Financial Management, Control and monitor expenditure according to budget to ensure efficient cash flow management and Manage the commercial value add of the discipline-related activities and services. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related.

ENQUIRIES APPLICATIONS : Mr H Hayward Tel No: (051) 405 3715
: applications to be send to: The Chief Executive Officer, Universitias Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.

FOR ATTENTION : Me Finger or Me Steenkamp

POST 05/189 : **CHIEF ARTISAN REF NO: H/A/2**

SALARY CENTRE REQUIREMENTS : R365 646 per annum (OSD)
: Boitumelo Hospital, Kroonstad
: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten years' post-qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver's license. N3 Certificate. Knowledge and Skills: Good communication, writing and inter personal skills.

DUTIES : To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Manage administrative and related functions. Financial Management: People management. Maintain and advance expertise.

ENQUIRIES APPLICATIONS : Me M L November Tel No: (056) 216 5200/5308
: applications to be send to: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500

FOR ATTENTION : Me M November

POST 05/190 : **PROFESSIONAL NURSE: PNA-4 REF NO: H/P/1**

SALARY CENTRE : R362 559 per annum (OSD)
: Thabo Mofutsanyana District, Witsieshoek

<u>REQUIREMENTS</u>	:	Registration with the SANC as a Professional Nurse: Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Proof of service record. Knowledge and Skills: Good communication skills. Ability to work under pressure. Good interpersonal relationships.
<u>DUTIES</u>	:	Ensure that a holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure compliance to professional and ethical practice. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure compliance to professional and ethical practice. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resources and financial policies and practices.
<u>ENQUIRIES</u>	:	Mr M S Shabangu, Tel No: (058) 7130515 ext. 144
<u>APPLICATIONS</u>	:	applications to be send to: The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba
<u>FOR ATTENTION</u>	:	Mr Shabangu
<u>POST 05/191</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: H/S/12</u>
<u>SALARY</u>	:	R299 709 per annum. (Level 08)
<u>CENTRE</u>	:	Elizabeth Ross Hospital, Witsieshoek
<u>REQUIREMENTS</u>	:	A relevant National Diploma or Certificate with Accounting. Logis/ BAS training. 3-5 years' relevant experience. Knowledge and Skills: NQF6/ National Diploma in Public Management/ Financial Management/ Economics will be added as an advantage. Extensive knowledge of Supply Chain Management in Public Sector. Understanding of PFMA, Treasury Regulations, PPPFA Act, BBBEE Act, Competition Act, Promotion of access of information Act, SITA, Construction and Industry Development Board Act and related practice Notes. Management of resources. Communication and Interpersonal skills, Problem Solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership. Presentation skills, Planning and Organizing.
<u>DUTIES</u>	:	Supervise the activities of the State Accounting Clerks/ Snr and State Accountants to contribute to the rendering of professional financial management service of example: Personal Development. Performance and management discipline. To render financial support services to the entire institution: Ensure that BAS Financial reports are drawn, analyzed and interpreted accordingly, ensure that there is even monthly expenditure and that expenditure goes against relevant and appropriate items. Provide management with monthly expenditure, Provide reports of financial Control Committee Meetings. To ensure proper planning and forecast of financial expenditure: Ensure that monthly financial projections are done to determine expected expenditure. Reconcile projected expenditure against actual expenditure, Allocated Budget to different budgetary items and ensure annual capturing. Allocate Budget to different Cost Centers, capture any adjustment accordingly, and manage shifting of funds. Manage commitments and ensure correct use of FORIPS. To ensure maximum revenue collection: Authorize receipts on the system, monitor monthly Balance-sheet, monitor daily banking and ensure compliance with internal control checklist.
<u>ENQUIRIES</u>	:	Mr N A Mashinini Tel No: (058) 718 4002
<u>APPLICATIONS</u>	:	applications to be send to: The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866
<u>FOR ATTENTION</u>	:	Mr N A Mashinini
<u>POST 05/192</u>	:	<u>ARTISAN FOREMAN: GRADE A REF NO: H/A/6 (X4 POSTS)</u>
<u>SALARY</u>	:	R286 500 per annum (OSD)
<u>CENTRE</u>	:	Universitas Hospital, Bloemfontein

REQUIREMENTS : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Computer literacy. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Project management.

DUTIES : To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Plan work to be performed. Execute inspections of buildings/equipment according to plan. Ensure that work is executed according to set standards and policies. Attend, supervise and monitor job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment and the complete of job requests. Manage administrative and related functions: Record, supervise and monitor job request ((H24's). Obtain quotations in respect of stock and materials. Complete PA1 Logis forms for request of equipment, tools and materials. PDMS. Implement equipment maintenance program. Financial Management: People management. Maintain and advance Expertise. Supervise and mentor subordinates. Perform administrative functions.

ENQUIRIES APPLICATIONS : Mr H Hayward, Tel No: (051) 405 3715
: applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.

FOR ATTENTION : Me Finger or Me Steenkamp

POST 05/193 : **ARTISAN FOREMAN: GRADE A: REF NO: H/A/3**

SALARY CENTRE REQUIREMENTS : R286 500 per annum (OSD)
: Parys Hospital, Parys
: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Knowledge and Skills: Building safety programs and protocols. Knowledge of application machinery regulations. Previous experience in health environment. Ability communication issues in tactful manner.

DUTIES : To perform and/or supervise technical design, production, operation and maintenance services. Supervise and monitor the completion of job requests. Supervise and mentor subordinates. Perform administrative functions. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES APPLICATIONS FOR ATTENTION : Me M V Ramoliki Tel No: (056) 816 2114
: The Chief Executive Officer, Parys Hospital, Private Bag X5, Parys, 9585
: Me M V Ramoliki

POST 05/194 : **CHIEF SECURITY OFFICER REF NO: H/S/7**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Medpharm, Bloemfontein
: Grade 12/NQF equivalent qualifications. Registration with PSIRA as Grade B, extensive experience in the security management field and procedures, valid EB driver's license and must successfully obtain the security clearance conducted by the State Security Agency during the probationary period. (Note) no payment of any kind is required when applying for this post. Knowledge and Skills: Knowledge of the relevant Public Service Regulation Framework, security Regulations and Procedures. Able to write, read and communicate at least5 two of the three official languages applicable in the Free State. Ability to write the reports. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours.

- DUTIES** : Manage the security services including the CCTV surveillance at the Medical Depot. Authorize leaves. Approve rosters and shift schedules. Monitor performance of security officials and determine the training needs. Allocate duties to the security officials and maintain discipline. Identify risks and threats to the security of the Medical Depot. Ensure effective patrolling of the building, parking areas and the perimeter. Conduct preliminary investigations on all reported incidences of security breaches. Gather information through interviews and obtaining physical evidence. Liaise constantly with the Security Manager of the Department and the South African Police Service around issues of concern relating to the security of the Medical Depot.
- ENQUIRIES** : Mr M M Khasu Tel No: (051) 408 1256, Mr T April Tel No: (051) 411 0546
- APPLICATIONS** : applications to be send to: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300
- FOR ATTENTION** : Mr T April
- POST 05/195** : **ARTISAN: GRADE A: REF NO: H/A/7**
- SALARY** : R179 5230 per annum (OSD)
- CENTRE** : Universitas Hospital, Bloemfontein
- REQUIREMENTS** : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N2 Certificate. Grade 12. Computer literacy. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Project management.
- DUTIES** : To render technical design, production, operation and maintenance services. (Maintain, repair, test repair, service and quality assure equipment and or facilities for technical faults according to schedule, standards and against specifications. Perform administrative related functions. Supervision of resources and ensure compliance to Health and Safety Act. Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Mr H Hayward Tel No: (051) 405 3715
- APPLICATIONS** : applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.
- FOR ATTENTION** : Me Finger or Me Steenkamp
- POST 05/196** : **PHARMACIST ASSISTANT: POST BASIC REF NO: H/P/2 (X3 POSTS)**
- SALARY** : R196 218 per annum (OSD)
- CENTRE** : Medpharm, Bloemfontein
- REQUIREMENTS** : Registration with the SAPC as Pharmacist Assistant after completion of Post Basic. Experience: None after registration with the SAPC as Pharmacist's Assistant (Post- Basic). Knowledge and Skills: 2 Years' experience in stock management.
- DUTIES** : Assist with the distribution of pharmaceutical and consumable stock. Assist with the control of pharmacy stock: checking shelves, cleaning the shelves and stock, Monitoring the temperatures, maintenance of hygiene in stores, checking for expired stock, stock levels and stock cards. Receiving and unpacking of received stock. Picking and picking of pharmaceutical and consumable stock for distribution to institutions in the Free State.
- ENQUIRIES** : Mr Greef Tel No: (051) 411 0550, Me Mogamisi Tel No: (051) 411 0566
- APPLICATIONS** : applications to be send to: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300
- FOR ATTENTION** : Mr T April

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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** : Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St. Andrews Street, Bloemfontein.
- CLOSING DATE** : 22 February 2019
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

- POST 05/197** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: PW18/12**

- SALARY** : A basic salary of R697 011 per annum
- CENTRE** : Head Office (Bloemfontein)
- REQUIREMENTS** : A relevant Tertiary qualification at NQF level 7. 3 years related contract management experience at supervisory/management level (ASD). Valid driver's license. Knowledge of SCM and Treasury Regulations. Valid drivers license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making Team work. Analytic skills. Creativity. Self – Management. Customer focus and responsiveness.

- DUTIES** : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. To manage the coordination, review and monitoring of contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and right price according to the contract. Mange the sub Directorate: Supply Chain Contract management and undertake all administrative functions required with regard to financial and HR administration. Management of Performance and development. Undertake Human Resources and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the Sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management of the sub directorate. Plan and allocate work and perform quality control of work delivered by employees.

- ENQUIRIES** : Mr. K Radebe: Director: SCM Tel No: 051 492 3902

- POST 05/198** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: PW18/11 (X2 POSTS)**

- SALARY** : A basic salary of R356 289 per annum
- CENTRE** : Head Office (Bloemfontein)
- REQUIREMENTS** : A relevant Tertiary qualification at NQF level 7. 3 years related contract management experience at supervisory level. Valid driver's license. Knowledge of SCM and Treasury Regulations. Valid drivers license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and

willingness to travel and work irregular hours. Problem solving and analysis. Decision making Team work. Analytic skills. Creativity. Self –Management. Customer focus and responsiveness.

DUTIES

: To supervise monitor, analyses and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Assess applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods and services. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right quantity and right price according to the contract. Manage and Monitor supplier performance according to the contract and service level agreement.

ENQUIRIES

: Mr. K Radebe Tel No: 051 492 3902

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Head Office [HO] Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001
- CLOSING DATE** : 22 February 2019
- NOTE** : Application 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). 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 months after the closing date, please accept that your application was unsuccessful

OTHER POSTS

- POST 05/199** : **CHIEF ELECTRICAL ENGINEER GRADE A REF NO: HO2019/02/01**
Directorate: Infrastructure Delivery Management
- SALARY** : R991 281 - R1 133 427 per annum all-inclusive package (The (Department will award a higher salary depending on the expertise of the applicant)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate Degree in Electrical Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Electrical Engineer] Six years' experience post qualification. Computer literate. Valid Drivers' License.
- DUTIES** : Prepare and update the Infrastructure Programme Management Plan. Manage infrastructure programmes, projects and contracts. Prepare tender documentation and manage technical. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Prepare strategic briefs. Validate Concept & Design Reports. Conduct project evaluations. Manage performance and risks associated with infrastructure programmes, projects and contracts. Manage Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations. Manage people.
- ENQUIRIES** : Ms. Ntendeleni Radzilani Tel No: 011 355 0009
- POST 05/200** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (QUANTITY SURVEYOR) REF NO: HO2019/02/02**
Directorate: Infrastructure Delivery Management
- SALARY** : R826 053 per annum (an all-inclusive package)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate Degree or Equivalent in Quantity Surveyor. Other requirements: Five years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.
- ENQUIRIES** : Ms. Ntendeleni Radzilani Tel No: 011 355 0009

<u>POST 05/201</u>	:	<u>DEPUTY DIRECTOR: MAINTENANCE REF NO: HO2019/02/03</u> Directorate: Maintenance
<u>SALARY</u>	:	R697 011 per annum (All inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/ Degree or Equivalent in Engineering. Five years' experience in the management of maintenance projects. Computer literate. Valid Drivers' Licence.
<u>DUTIES</u>	:	Design and implement day-to-day, routine and preventative maintenance projects at Schools. Manage the development of work orders and implementation of projects within time, budgets and quality standards. Determine needs for framework agreements. Manage procurement for maintenance projects through Departmental SCM Unit. Develop the maintenance budget and monitor spending within the budgets. Manage approval and payment of invoices through Departmental Finance Unit. Manage condition assessments of all Districts and Schools. Manage communication with Schools and Districts. Manage preparation of performance and financial progress reports. Manage people and provide technical guidance to Control Works Inspectors.
<u>ENQUIRIES</u>	:	Ms. Ntendeleni Radzilani Tel No: 011 355 0009
<u>POST 05/202</u>	:	<u>DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2019/02/04</u> Chief Directorate: Legal Services and Dispute Management
<u>SALARY</u>	:	R697 011 per annum (All inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate recognised three year National Diploma/Degree. At least a minimum of five years' experience in general administration experience, which three years must be at an Assistant Director level 3-5 years in an administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. Valid Driver's license.
<u>DUTIES</u>	:	Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant branch. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms. Jacky Manyape Tel No: 011 355 0505

POST 05/203 : **DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2019/02/05**
Branch: Corporate Management

SALARY : R697 011 per annum (All inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : An appropriate recognised three year National Diploma/Degree. At least a minimum of five years' experience in general administration experience, which three years must be at an Assistant Director level 3-5 years in an administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. Valid Driver's license.

DUTIES : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant branch. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Ms. Ntendeleni Radzilani Tel No: 011 355 0009

POST 05/204 : **ASSISTANT DIRECTOR: G-FLEET MANAGEMENT REF NO: HO2019/02/08**
Directorate: Auxiliary Service & Fleet Management

SALARY : R356 289 per annum (Plus benefits)
CENTRE : Head Office

REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree plus 5 years' relevant experience of which 3 years must be on supervisory level. Transport administration experience and qualification will be an added advantage. Knowledge of Transport policies GG cars. Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills-Advance, Ms Word and Excel. Candidate must be in possession of a driver's license (Manual). Key competencies: Training in electronic Log System, Vehicle Tracking systems, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Planning and organization skills, report writing, leadership and management skills.

DUTIES : Provide administration support to the unit. Execute daily office record keeping. Management and control of logbooks for G-Fleet as prescribed by Policies. Management of the Asset registers for G Fleet. Monitor effective utilization of both G- Fleet vehicles (PFMA compliance). Ensure GG cars are sent for maintenance.

Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for GG vehicles takes place monthly on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Manage application and issuing of parking in the department and ensure that payment of parking to all officials are allocated with parking takes place on monthly basis. Update accurate data base for all parking's allocated to the department. Ensure that Performance Management System is executed.

ENQUIRIES : Mr. Victor Manngo Tel No: 011 355 0189

POST 05/205 : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2019/02/09**
Directorate: Enterprise Risk Management

SALARY : R356 289 per annum (Plus benefits)

CENTRE : Head Office

REQUIREMENTS : An appropriate recognized three-year Degree or Equivalent in Risk Management, Internal Auditing, Auditing, Financial Management, At least three years one of which is in Risk Management and/or Internal Control. The ability to communicate at all levels, both verbally and in writing, Good human relations. Ability to manage conflict situations effectively, Presentation skills, Computer literacy, Investigation skills, Project management skills, Time management, Good leadership and managerial skills, Negotiations and Research skills. Valid Driver's license.

DUTIES : Develop risk management processes, Analysis of government objectives and risks. Identify and evaluate risk, Design and implement risk interventions. Assessments of potential risks against government on different levels. Determination of residual risks with resultant emergency and contingency plans. Monitoring and reporting on risks. Education and awareness on risk management. Facilitate and coordinate risk management workshop. Make stakeholders aware of risk management strategy. Assess the government exposure and look at the assessment criteria. Assess the effectiveness of risk management processes in managing significant risk. Ensure that necessary action is taken to rectify any significant failure and weakness. Ensure that the result obtained from review process indicates extensive monitoring required establishing areas for improvement. Ensure that risk management culture is inculcated and the appropriate infrastructure built within the department and municipalities. Liaise with the external stakeholders on broader effective risk management strategies. I.e. National and Provincial Treasury. Facilitate review and implementation of Business Continuity plans. Facilitate identification of Fraud Risks. Follow up on implementation of mitigating measures to prevent fraud and corruption. Create awareness for fraud and corruption. Liaise with treasury on measures implemented to [prevent fraud and corruption.

ENQUIRIES : Ms. Ntendeleni Radzilani Tel No: 011 355 0009

DEPARTMENT OF E-GOVERNMENT

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 : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

FOR ATTENTION : Ms Sithembile Buthelezi, Human Resources Management Tel No: (011) 689 6527

CLOSING DATE : 22 February 2019

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates may be subjected

to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 05/206** : **ASSISTANT DIRECTOR: EMPLOYEE EXITS REF NO: REFS/003604**
 Directorate: Human Resource Administration (Employee Exits)
- SALARY** : R356 289 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant National Diploma/Degree with 3-5 years' experience in HR OR Matric plus 6-7 years' HR experience. Persal experience. Computer literacy. Basic termination experience. Driver's license will be an added advantage.
- DUTIES** : Administer termination of services, leave gratuity/discounting and service bonus and pension withdrawal for the Gauteng Provincial Government (GPG). Ensure compliance and give advice on legislation and regulations governing termination of service and pension benefits (Public Service Regulations (PSR/ Acts. Manage relations with all stakeholders. Resolve complex and sensitive termination on the cases. Lead, manage, support and mentor HR Termination Practitioners. Manage performance of the team. Ensure compliance with SLA's by the team. Enforce quality improvements in the performance processes & services. Generate management reports for GPG Departments on SLA achievement for terminations, Leave Gratuity and Discounting and Pension Withdrawals. Conduct training on employee exits processes to GPG employees and potential Retirees. Administer and manage the exit interview reports to GPG Departments. Perform any other additional responsibilities as allocated by the manager.
- ENQUIRIES** : Ms Sithembile Buthelezi Tel No: (011) 689 6527
- POST 05/207** : **SENIOR COMMUNICATION OFFICER REF NO: REFS/003613 (X2 POSTS)**
 Directorate: Strategy & Media Liaison
- SALARY** : R299 709 per annum (Level 08) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6 in Communication/ Journalism/ Marketing/ Public Relations with 2-3 years' experience in Communications, or Matric plus 5-6 years' experience in Communications. Computer Literate. Project Management; Basic marketing and advertising skills. Good communicator; innovative thinker; attention to detail; time management.
- DUTIES** : To coordinate activities as directed by the Communications Manager for events, launches, promotions, and any other communication related activities. To gather intelligence within the organization to facilitate effective communication through posters and the Newsletter. Coordinate the execution of format and themes for the Internal Newsletter and other internal Communications. Compile content for the Newsletter to be edited by the editor. Identify themes and content for the Newsletter. Cultivate relationships with internal clients to ensure fulfillment of their communications needs. Compile a data base of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Manage digital content. Research, collect, and write articles for the Newsletter for the Communications Manager's approval. Ensure the professional execution of events, launches, and promotions in accordance with a defined check list is adhered to. Provide intelligence that contributes to the functioning of the Communications unit. Maintain formal and informal relationships with internal and external stakeholders. Optimise the organisation's digital medium as a communication tool.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 05/208 : **PRACTITIONER: PAYROLL SERVICES REF NO: REFS/003605 (X2 POSTS)**
 Directorate: Payroll Services

SALARY : R242 475 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 with Mathematics plus National Diploma/Degree in HR with 1-2 years' experience in HR environment OR Grade 12 with Mathematics pl 4-5 years' experience in HR environment. Knowledge and Experience of Persal and BAS system would be added advantage. Financial background.

DUTIES : Salary amendments administration. In Service Debt administration. Banking Details amendments. Query handling. Payment of allowances.

ENQUIRIES : Ms Sithembile Buthelezi Tel No: (011) 689 6527

POST 05/209 : **PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/003606 (X5 POSTS)**
 Directorate: Human Resource Administration

SALARY : R242 475 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus HR related National Diploma/ Degree with 1-2 years HR transactional experience OR Matric plus 3-5 years HR transactional experience.

DUTIES : Check/ Verify completeness of HR Administration applications/requests from Departments and capture on PERSAL, timeously and accurately. Identify HR administration problems, gaps and needs to be investigated and proposed corrective measures. Give advice on HR Administration matters pertaining to the application of Public Service Regulations (PSR)/ Act. Resolve HR Administration problems and queries.

ENQUIRIES : Ms Sithembile Buthelezi Tel No: (011) 689 6527

DEPARTMENT OF HEALTH

OTHER POSTS

POST 05/210 : **MEDICAL SPECIALIST REF NO: HRM 54/2018**
 Directorate: Paediatric Surgery

SALARY : Grade 1: R1 051 368 per annum plus benefits
 Grade 2: R1 202 112 per annum plus benefits
 Grade 3: R1 395 105 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the HPCSA as a Specialist Paediatric Surgeon Ability and willingness to supervise and train staff. Willingness to participate in pre-and postgraduate teaching programmes. Willingness to cover after hour calls. Valid driving license. Research experience. Computer skills. Ability and willingness to assess equipment. Financial acuity.

DUTIES : Supervise and provide tertiary surgical services at Steve Biko Academic and Kalafong Hospitals. This includes performing specialized surgery for children, such as neonatal surgery, oncological surgery, endoscopic and trauma surgery. Teaching and training of senior paediatric surgical registrars, general and urology surgical registrars, interns, medical students and nurses. Active participation in all the academic activities in the department. Management of theatre lists. Management of morbidity and mortality meetings.

ENQUIRIES : Dr. E Müller Tel No: (012) 354 2102
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. 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 : 22 February 2019

- POST 05/211** : **PHARMACIST GRADE 1 REF NO: PHARM/SRH/162/19**
Directorate: Allied
- SALARY** : R655 980 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) registration with the SAPC as Pharmacist. Proof of current registration as a pharmacist with South African Pharmacy Council. Proof of payment of 2018 Pharmacist fee. Must have completed Community Service by the 31st December 2018. Responsible for providing pharmaceutical care as per the requirements of the department according to Pharmacy legislation and regulations (Good Pharmacy Practice) and Standard Operating Procedures (Gauteng Province). Excellent numeracy skills. Good communication and interpersonal skills. Good time management and people's management.
- DUTIES** : Provision of effective pharmaceutical care in the hospital pharmacy. Ensure that all regulations covering the operations of the pharmacy are carried out and complied with. Compliance with all relevant legislations, rules, codes and guideline of the SAPC and the Public Service. Continuously reviewing his/her level of professional knowledge and expertise. Participation in regular CPD programs. Compliance with STG's, SOP's and work procedures to ensure best patient care. Participation in ward rounds and the afterhours service provided at this hospital pharmacy.
- ENQUIRIES** : Ms R. Patel Tel No: 011 681 2057
APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.
- NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
- CLOSING DATE** : 22 February 2019
- POST 05/212** : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: CLINPSY/SRH/167/19 (X1 POST)**
Directorate: Psychology
- SALARY** : R633 702 Grade 1 per annum (all-inclusive remuneration package)
CENTRE : South Rand Hospital
REQUIREMENTS : The candidate must have a Master's Degree in Clinical Psychology and current registration with the Health Professions Council of South Africa (HPCSA) in the appropriate category. Broad experience working in a psychiatric setting is required. Knowledge of and experience in working with a wide range of patients, and particularly with children, adolescents, and their families and/or caregiving organization is necessary. In-depth knowledge of and experience with complex trauma as well as psychopathology within individuals and within systems is required. Experience in psychometric assessment, different forms of individual and group therapy, and parent counselling is necessary. Supervising, lecturing and training skills are also required. The candidate must be abreast of the Mental Health Care Act and the Children's Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. The candidate must be computer literate and in possession of a valid driver's license.
- DUTIES** : Psychometric evaluation and the provision of suitable therapeutic modalities and interventions. The training and supervision of psychology interns, psychiatric registrars, medical students, and nursing staff. The candidate will work within –and at times lead – a multidisciplinary team. The candidate will assist in coordinating, developing and promoting service delivery where relevant in the hospital. The candidate will collaborate with and participate in Hospital Committees and the broader academic circuit. They will also serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand, and participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals. They will be expected to attend and participate

	:	in all relevant ward rounds and meetings. The candidate will need to have knowledge of the local mental health care environment and the ability to identify, implement and provide outreach services to the surrounding community.
<u>ENQUIRIES</u>	:	Dr. JJ Seepane Tel No: (011) 681 2002
<u>APPLICATIONS</u>	:	Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.
<u>NOTE</u>	:	Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
<u>CLOSING DATE</u>	:	22 February 2019
<u>POST 05/213</u>	:	<u>ASSISTANT MANAGER NURSING: SPECIALTY GYANE AND OBSTETRICS</u> <u>REF NO: HRM 01/2019</u> Directorate: Nursing This is a re-advertisement. It was previously advertised in circular 50 of 2018 and those who have applied previously do not need to re-apply.
<u>SALARY</u>	:	R581 826 per annum (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government notice 425, i.e diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in the relevant specialty. Degree/Diploma in Nursing Management. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience at management level at a public institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificate compulsory. South African nursing Council annual practicing certificate. Computer literacy.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain Professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Mrs. A Mowayo Tel No: 012-354 1300
<u>APPLICATIONS</u>	:	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. 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.
<u>CLOSING DATE</u>	:	22 February 2019
<u>POST 05/214</u>	:	<u>CHIEF SPEECH AND AUDIOLOGIST GRADE 1 REF NO: CHIEFS&A/SRH/165/19</u> Directorate: Allied
<u>SALARY</u>	:	R440 982 Per annum (Plus benefits)
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) A minimum of 3 years' appropriate experience in the relevant profession after registration with the HPCSA (Where applicable).
<u>DUTIES</u>	:	Managerial tasks inclusive of supervision of staff, monitoring of performance of staff, attending and contributing to various meetings within the hospital as well as provincially, being involved in provincial workgroups, being involved in day to day managerial duties within the department. Student administration and supervision.

Patient treatment with especial emphasis on pediatric dysphagia. Experience in VFS/MBS will be an added advantage.

ENQUIRIES : Dr JJ Seepane Tel No: (011) 681 2002

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/215 : **OPERATIONAL MANAGER NURSING -GENERAL UNIT (MEDICAL & SURGICAL UNIT) REF NO: OPS/SRH/160/19 (X2 POSTS)**
Directorate: Nursing

SALARY : R420 318 Per annum (plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration with SANC as a professional Nurse. Diploma in Nursing Management will be an added advantage. Skills, Knowledge and Competencies required: Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality nursing care as directed by the professional scope of practice and standards in nursing. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate basic understanding of HR, financial and material resources policies and practice. Conflict management and problem-solving skill in the unit.

DUTIES : Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, culture, racial and religious differences. Demonstrate effective communication with patients, supervisors, other health professionals including more complex report writing when required. Display concern for patients, promoting, advocating and facilitating proper treatment and care and adheres to all principles, policies, guidelines and protocols. Able to manage own work, time and that of staff in the unit. Display complex report writing skills. Willing to work after hours, standby or on call basis.

ENQUIRIES : Mrs E.K Kgomongwe Tel No: (011) 681 2018

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/216 : **OPERATIONAL MANAGER NURSING REF NO: OPS/SRH/169/19**
Directorate: Nursing

SALARY : R420 318 Per annum (Plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : A Diploma in general nursing, BTech /National Diploma in Occupational Health Nursing Science qualification that allows for registration with the SANC. Qualification in Primary Health Care (PHC) and Dispensing course will be advantageous. 5 years' experience in providing occupational health services and developing programmes is required. Knowledge of an integrated Employee Wellness Model would be an added advantage. Strong writing and policy

development skills. Strong computer skills. Good verbal and written communication skills. Proficiency in English. Ability to work under pressure and a changing environment. Have ability to work independently. Good interpersonal skills.

DUTIES : Plan, develop and administer policies and procedures of Occupational Health and safety. Provide OH services to employees that lead to the promotion, protection and restoration of the employee's health within a safe working environment. Manage resources to meet the departmental Occupational and Health objectives. Comply with statutory requirement and departmental policies and procedures and administrative duties. Develop relevant Occupational Health protocols and SOP's. Ensure the rendering of OH and Occupational injury and disease services to employees through the means of Employee Wellness Centre. Manage policy administration in the formulation and implementation of effective action plans aimed at complying with the Wellness Management Policy and Protocol. Establish a referral system for institution, programme development, expansion and implementation and marketing of Employee Wellness and OH services. The incumbent will also be expected to do operational work such as medical surveillance, management of injury on duty, management of medical emergency, provision of counselling and support services to staff, PHC and participate in Disaster Management, work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for the OH. Identify training needs and develop programmes. Ensure promotion of health and well-being through OH services.

ENQUIRIES : Mrs E.K Kgomongwe Tel No: (011) 681 2018
APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/217 : **ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: HRM 02/2019**
Directorate: Radiography

SALARY : R385 683 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A bachelor degree/diploma in Diagnostic Radiography and B.tech ultrasound. Current registration with HPCSA as a Sonographer. Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication Skills. More than one year experience as a Sonographer will be an added advantage.

DUTIES : To perform diagnostic ultrasound images and write reports in accordance with the prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake in CPD as required by HPCSA. High level of responsibility.

ENQUIRIES : Mrs. S van Niekerk Tel No: 012-354 1379
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. 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 : 22 February 2019

- POST 05/218** : **SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: SOCWRK/SRH/168/19**
- SALARY** : R363 507 per annum (Plus benefits)
- CENTRE** : South Rand Hospital
- REQUIREMENTS** : A bachelor's degree in Social Work with 7 years appropriate / recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. Knowledge and understanding of Social Work Systems. A valid driver's license will be added as an advantage.
- DUTIES** : To assist with planning, organization, management and control activities in the department to ensure quality client care. Evaluate work performance according to PMDS guidelines of supervisees assigned to post holder. Provide guidance and support to social work staff. Motivate and identify staff for performance rewards. Assist with the conducting of regular audits of social work staff's work. Advise subordinates. Ensure that planned intervention programmes are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees. Ensure that records of social work interventions processes and outcomes are produced and maintained. To identify evaluate and manage risk on a continuous basis. To identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department's service delivery. Monitor, interpret and review legislation, policies and determine their relevance. Perform all the administrative functions required of the job. Consultation with supervisees and conduct supervision according to supervision policy. Supervise and efficient social work services. Study interpret, apply and give guidance on legislation and work policies in the identified work fields to supervisees, social work staff, volunteers and other role-players/ stakeholders. Induction of new employees, compile induction programme and be involved in implementation. Assist with ongoing staff development. Ensure that other disciplines are informed about social work practices.
- ENQUIRIES** : Dr JJ Seepane Tel No: (011) 681 2002
- APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.
- NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
- CLOSING DATE** : 22 February 2019
- POST 05/219** : **CLINICAL TECHNOLOGIST REF NO: HRM 55/2018**
Directorate: Pulmonology
- SALARY** : Grade 1: R300 828 per annum plus benefits
Grade 2: R352 707 per annum plus benefits
Grade 3: R415 482 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : N.Dipl or BTech in Clinical Technology - Specialized Category Pulmonology. Registration with HPCSA as a Clinical Technologist – Specialized Category Pulmonology. **Grade 1:** One to ten years relevant experience after registration with the HPCSA as Clinical Technologist in Pulmonology. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Professional person with integrity and ability to perform under pressure. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Knowledge of computer literacy.
- DUTIES** : To perform /provide a professional and specialized clinical technology service in the department of Pulmonology to the various clinical platforms at Steve Biko Academic Hospital. Effectively perform selected specialize diagnostic, and/or therapeutic and/or corrective lung function procedures on patients. Effectively

perform clinical technology quality control procedures. Utilize resources efficiently and effectively in the workplace. Effectively contribute to the training of students. Daily calibration and sterilization of equipment. Must participate in CPD activities as required by the HPCSA.

ENQUIRIES : Mr. VH Sujan Tel No: (012) 354 1562

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. 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 : 22 February 2019

POST 05/220 : **SOCIAL WORKER GRADE 1: EMPLOYEE WELLNESS COORDINATOR REF NO: SOCWRK/SRH/166/19**
Directorate: Human Resource Management

SALARY : R242 553 per annum (Plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Social worker with appropriate qualification that allows registration with South African Council for Social Services Professions body as a social worker. Knowledge and experience in an integrated Employees Wellness model of delivery would be an added advantage. Minimum of 3 years' experience in the field of Social work in an EAP department. Computer literacy (Word, Excel, Access and Power point). Strong writing and computer skills. Good verbal and written communication skills. Proficiency in English. Ability to work under pressure in a changing environment. Have ability to work well independently and in a team. Good interpersonal skills. Registration with EAP professional body will be an added advantage.

DUTIES : Develop relevant protocols in line with National and provincial policy. Ensure the rendering of Counselling and Debriefing services to South Rand Hospital employees. Implement programs to manage Violence in the workplace and substance abuse. The incumbent will be responsible for assisting with psychological assessment when dealing with cases of incapacity and fitness to work management and assist in any Labour Relations cases as required. Assist in the implementation of the department healthy Lifestyle drive. Establish an EAP referral system. Ensure EAP Program development, expansion and implementation and marketing of services. Plan and budget for all EAP Programs and services in the hospital. Identify training needs. Provide details reports ensuring quality control and confidentiality including monthly, quarterly and annual reports to supervisor. Work together with other HIV/ Occupational health safety components to ensure employees remain healthy and productive. The incumbent will also be expected to be involved with staff Satisfaction survey. Must ensure promotion of health and well-being through occupational therapy services. The incumbent will represent the hospital at the monthly and quarterly provincial meetings.

ENQUIRIES : Ms R.E Mlangeni Tel No: 011 681 2009

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/221 : **LABOUR RELATION OFFICER, LABOUR RELATION OFFICER REF NO: LRO/SRH/164/19**
Directorate: Human Resource

SALARY : R242 475 per annum (Plus benefits)

- CENTRE** : South Rand Hospital
- 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. 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** : Ms R.E Mlangeni Tel No: (011 681 2009)
- APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.
- NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
- CLOSING DATE** : 22 February 2019
- POST 05/222** : **FINANCIAL CLERK REF NO: HRM 03/2019**
Directorate: Finance
- SALARY** : R163 563 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Senior Certificate (grade 12) or equivalent with atleast six months finance experience. Post matric qualification will be an advantage. Good interpersonal and communication skills. Ability to work under pressure. Be prepared to work after hours when necessary. Knowledge of PFMA, Treasury Regulations and all relevant policies. Knowledge of BAS and SAP systems.
- DUTIES** : Supplier payments, processing of journals, handling of supplier queries, compiling of expenditure reconciliations i.e. BAS/PERSAL, BAS/SAP and BAS/MEDSAS, Supplier statements reconciliations. Handling of Petty Cash. General office duties.
- ENQUIRIES** : Mrs. E Rammuda Tel No: (012) 354 1562
- 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. 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** : 22 February 2019
- POST 05/223** : **NURSING ASSISTANT GRADE 1 REF NO: NURASS/SRH/161/19 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R124 788 per annum (plus benefits)
- CENTRE** : South Rand Hospital
- REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a nursing assistant. Valid proof of current registration with the SANC as a Nursing Assistant.

DUTIES : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform elementary clinical care. Demonstrate element communication with patients, supervisors and other clinicians. Able to work shift s and night duty in different areas of allocation. Display effective and efficient customer care according to the Patients' Right charter and Batho Pele Principles.

ENQUIRIES : Mrs E.K Kgomongwe Tel No: (011) 681 2018

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/224 : **FOOD SERVICE AID REF NO: FSA/SRH/163/19 (X1 POST)**
Directorate: Support

SALARY : R96 549 per annum (Plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Minimum Grade 10 with 0 – 2 years' experience in food industry. Knowledge of hygiene and safety procedures and processes. Good verbal and written communication skills. Time management, interpersonal skills and basic numeracy. Appropriate knowledge of food and food preparation. Awareness of Batho Pele Principles, Be able to read and write, work shifts, public holidays and weekends. Experience in food service sector will be an advantage.

DUTIES : Perform specific duties regarding receiving storage, preparation, cooking, dishing up and distribution of food and snacks, for patients on normal and special diets. Perform general scullery duties in the food service unit. Follow daily cleaning schedule as delegated. Apply hygiene and safety procedures in the service unit. Operate and care for equipment and report broken equipment. Perform general work-related tasks as delegated by the supervisor. Apply Batho Pele principles in area of work. Rotate to different areas in the food service unit and undergo food service work related trainings.

ENQUIRIES : Mrs R.E Masenya Tel No: (011) 681 2038

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

**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: kindly note that the post of Assistant Manager Medical Services (for Newtown CHC) advertised in Public Service Vacancy Circular 04 dated 01 February 2019 was advertised with incorrect job title and salary scale, must read as follows: Manager Medical Services with salary Scale of R1 115 874 – R1 238 451 per annum and also the post of Medical Officer advertised (for Newtown CHC) advertised in Public Service Vacancy Circular 04 dated 01 February 2019, it's a contract post of 3 years.

OTHER POSTS

<u>POST 05/225</u>	:	<u>MEDICAL SPECIALIST – (GRADE 1, 2 AND 3) REF NO: GS 7/19 (X1 POST)</u> Component: Orthopaedics-Spinal Unit Re-Advertised
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Grade 2: R1 202 112 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Grade 3: R1 395 105 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, PMB Metropolitan Hospitals Complex : A qualification in Health Science Plus FCS Ortho (SA) or MMed in Orthopaedics or Equivalent qualification. Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, Training and Competency Required: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<u>DUTIES</u>	:	Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Participate in cost containment activities / practices. Participate in provision of emergency after-hour services. Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic

conditions. Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality). Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities as delegated by the Head of Department. Participate in Student/Registrar Assessments. Relevant Research dictated by clinical need. Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week). To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals. Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.

- ENQUIRIES** : Dr M E Senoge Tel No: 033 – 8973299
- 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 6/19. 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). African Males are encouraged to apply.
- CLOSING DATE** : 22 February 2019
- POST 05/226** : **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 13/2019**
Internal Medicine
- SALARY** : Grade 1: R1 051 368 – R1 115 874 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 – R1 744 191 per annum
All inclusive salary packages per annum (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** : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, **Grade 1: Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist. Proof of working experience endorsed by Human Resource Department. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, Ability to work in multidisciplinary team, Teaching and supervisory skills.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Internal Medicine 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. Conduct specialist regular ward rounds and administer expert interventions that will expedite the

management of patients care. Provide outreach to surrounding District Hospitals 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. 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, professionals and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Dr TC Nkonyane Tel No: 082 474 9246
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

NOTE

: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, 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

: 22 February 2019 (Late applications will not be accepted)

POST 05/227

: **MEDICAL OFFICER (GRADE 1, 2.3) REF No: GS 6/19**
 Component: Paediatrics

SALARY

: Grade 1: R780 612 per annum
 Grade 2: R892 551 per annum
 Grade 3: R1 035 831 per annum
 All inclusive packages consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
 : MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice. Prior experience in Paediatrics & Child Health will be considered at short-listing as an advantage. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health

professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Diploma in Child Health (will be added advantage). Knowledge, Skills, Training and Competence: Relevant medical knowledge, with paediatrics and child health focus. Specific knowledge in Paediatric conditions. Skills and competence at procedures and care in children. Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics.

DUTIES : (Will cover clinical skills, performance, training, supervision & support and administration & management.). Participate in the shared provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey's, Edendale & Northdale Hospital. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Grade 2 & 3). Participate in the departmental academic programme. Assist with the administration of the Unit one is allocated to Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities as defined within the department.

ENQUIRIES : Dr B. Dhada Tel No: 033 897 3264

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

FOR ATTENTION : Mr K.B. Goba

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 6/19. 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). African Males are encouraged to apply.

CLOSING DATE : 22 February 2019

POST 05/228 : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 14/2019**
Internal Medicine

SALARY : Grade 1: R780 612 – R840 942 per annum
Grade 2: R892 551 – R975 945 per annum
Grade 3: R1 035 831 – 1 295 025 per annum
All inclusive salary packages per annum (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 : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

- DUTIES** : Provision of quality patient centred care for all patients within the internal medicine department. Examine, investigate, diagnose and oversee the treatment of patients in internal medicine and provision of after-hours services. Assist in the development 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 the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning
- ENQUIRIES** : Dr TC Nkonyane Tel No: 082 474 9246
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, 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** : 22 February 2019 (Late applications will not be accepted)
- POST 05/229** : **DENTIST GRADE 1/2: REF NO: HRM 08/2019 (X1 POST)**
Directorate: Dept. of Maxillo Facial and Oral Surgery
- SALARY** : Grade 1: R757 707 – R840 942 per annum (All inclusive salary package) plus commuted overtime.
Grade 2: R892 551 – R975 945 per annum (All inclusive salary package) plus commuted overtime.
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : BDS OR BCHD degree or equivalent PLUS registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Dentist (2018). **Grade 1:** Appointment to grade1 requires appropriate qualification plus registration with the HPCSA as a Dentist. **Grade 2:** Appointment to grade 2 requires appropriate qualification plus 7 years experience after registration with the HPCSA as a Dentist. Recommendations: Clinical experience in a Maxillo Facial and Oral Surgical environment. Certificate in basic life support. ATLS is highly recommended. Relevant post graduate qualification. Research experience. Clinical experience in the Public Health Services will be an advantage. Knowledge, Skills, Training and Competencies Required: sound knowledge and understanding of Maxillo and Oral Surgery. Competence in the examination of and treatment planning for Maxillo Facial and Oral Surgical patients. Competence in assessing Maxillo Facial and Oral Surgical patients pre-operatively. Competence in Post-operative management of Maxillo and Oral Surgical patients. Good decision making, problem solving, leadership and mentoring skills. Good verbal and communication skills.
- DUTIES** : management of patients presenting for Maxillo Facial and Oral Surgery. Management of patients in the clinic under local anesthesia. Assist in the

management of patients in the operating theatre under general anesthesia. Contribute to the training of nursing and medical personnel in operating theatre. Participate in academic activities of the hospital. Participate in the research activities of the unit.

- ENQUIRIES** : Dr. V Rughubar Tel No: 031 3603314/7
- 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. (Persons with disabilities are encouraged to apply). Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 22 February 2019
- POST 05/230** : **ASSISTANT MANAGER: NURSING (OBS, GYNAE AND PAEDS) REF NO: BETH 01/2019**
- SALARY** : R581 826 per annum
- CENTRE** : Bethesda Hospital
- REQUIREMENTS** : Senior / Matric (Grade 12), National Diploma / Degree in Nursing Science as a General Nurse and Midwife. Current registration with (SANC) South African Nursing Council. Advanced Diploma in Midwifery and Neonatal Nursing Science. Minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining one year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate experience at management level. Proof of experience (certificate of service) obtainable from the Human Resource Department and endorsed.
- DUTIES** : Implement and co – ordinate Maternal and Child Care Services. Implement standard practices criteria and indicators for quality Maternal and Child Care. Create and maintain a complete and accurate nursing record for individual health users. Facilitate and conduct perinatal mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multi – disciplinary team. Maintain a plan to improve the quality of Maternal and Child Care. Monitor Performance Management and Development System (PMDS). Supervise the provision of nursing care services by staff nurses and enrolled nursing assistants in maternity. Ensure the observation of in – patients on a 24 hour basis and that appropriate intervention processes are initiated timeously. Ensure effective implementation of the ANC / PNC Policy. Ensure effective utilization of all resources in the department.
- ENQUIRIES** : Ms CM Mkhwanazi Tel No: (035) 595 3100
- APPLICATIONS** : All applications should be forwarded to: The Hospital CEO, Bethesda Hospital Private Bag X 602, Ubombo 3970
- CLOSING DATE** : 22 February 2019

<u>POST 05/231</u>	:	<u>OPERATIONAL MANAGER: SPECIALTY REF NO: HRM 06/2019 (X1 POST)</u> Directorate: Dept. of Trauma and Medical Emergency
<u>SALARY</u>	:	Grade 1: R532 449 – R599 274 per annum. Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) Senior certificate (Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Neonatal Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Neonatal or advanced in midwifery, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendations: Nursing Management will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of psychiatric Nursing, knowledge and insight into nursing processes and procedures, knowledge of public Service Acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of Conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients Right Charter, knowledge of National Core Standards, ability to supervise, teach and manage staff, an understanding of the challenge facing Public Health Sector, ability to provide monitoring and coaching to her/his supervisees.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objective of specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance, ensure continuity of patient on all levels, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change lists, day and night duty roster and input for leave, assist in orientation, induction and monitoring of all nursing staff, to promote patient related data and partake in research, promote quality specialized nursing care and directed by scope of practices and standards determined by relevant specialty, to assist with relief duties of the supervisor and partake in overall specialized unit functions i.e. teambuilding, effective and efficient management of all resources, to work effective and amicable, at a supervisory level with person of diverse intellectual, cultural, racial or religious differences.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr.B.B.Khoza Tel No: 031 360 3026 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.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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. People with Disabilities and African males are encouraged to apply. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	22 February 2019

<u>POST 05/232</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NGWE 15/2019</u> Ultrasound
<u>SALARY</u>	:	R374 364 – R428 046 per annum (Grade 1) R440 982 – R504 219 per annum (Grade 2) R519 456 – R559 611 per annum (Grade 3) Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital An appropriate qualification that allows registration with HPCSA as an ultrasound Radiographer. Current registration with HPCSA as an Ultrasound Radiographer. Four years (4) appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer. Grade 2: An appropriate qualification that allow registration with HPCSA as Ultrasound Radiographer. Minimum of 10 years (10) appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer. Grade 3: An appropriate qualification that allow registration with HPCSA as an Ultrasound Radiographer. Minimum of 20 years (20) appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer.
<u>DUTIES</u>	:	Ensure provision of effective & efficient Ultrasound service through adequate supervision. Ensure effective and efficient management and utilization of Resources (Human, Financial & Capital) within the Department Promote Patient Care while working independently. Participate in Quality Assurance and Quality Improvement projects. Give factual information to patients and clients on Ultrasound Radiography. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Utilize and maintain equipment professionally to ensure patient safety while adhering to Professional Prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs N.P Ntengenyane Tel No: 035 901 715 Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
<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 results 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>	:	22 February 2019 (Late applications will not be accepted)

POST 05/233 : **PROFESSIONAL NURSE: SPECIALTY (ORTHOPAEDIC NURSE) REF NO: NDH 02/2019**
Cluster: Nursing Department

SALARY : R362 559 – R445 917. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

CENTRE : Northdale Hospital: Pietermaritzburg

REQUIREMENTS : Senior certificate / grade twelve certificate or equivalent qualification, Diploma or Degree in General Nursing and Midwifery, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Orthopaedic Nursing Science, Current registration with SANC as a general nurse, midwifery and Orthopaedic Nursing Science, A minimum of four (4) years of appropriate and recognizable experience in nursing after registration as a professional with SANC with general nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Orthopaedic Nursing. Recommendation: Grade 1: At least one (1) years of the above period must be appropriate recognizable experience in Orthopaedic Nursing. 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 Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Knowledge of the District Health Care system and referral pathways. Good communication, leadership, interpersonal and decision making and problem solving skills, Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter, Knowledge of the challenges facing the public health sector, Knowledge of Labour relations and handling grievances and disciplinary procedures.

DUTIES : Demonstrate effective communication with patients, supervisors, other Health, Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, with staff of diverse Intellectual, cultural, or religious differences. Monitor and evaluate the performance of staff according to set standards and norms to ensure effective management of the unit. Assist by ensuring and monitoring the implementation and evaluation of all services including National Core Standards, Quality Improvement, Infection Control and Disaster Management. Provide relevant information to all health care users to assist in the achievement of optimal emergency care. Assist in the management and monitor effective utilization of human, financial and other resources. Assist with the monitoring of staff absenteeism and the management of grievances and disciplinary matters. Monitor patient waiting times and the flow of patients in the unit. Provision of administrative services by identifying, planning and organizing availability of supplies and essential equipment. Assist with administrative duties of the Operational Manager when he/she is not available. To identify high risk situations to prevent patient safety incidents. To be involved and assist other staff members in clinical management of clients. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Assist with the implementation of EPMDs.

ENQUIRIES : Mrs J Webster Tel No: 033 387 9010

APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. J Webster

- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (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. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.
- CLOSING DATE** : 22 February 2019
- POST 05/234** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 16/2019**
Ophthalmology
- SALARY** : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse. One year post basic qualification in Ophthalmology Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Ophthalmology unit after obtaining post basic qualification in Ophthalmology Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to a scope of practice as defined by South African Nursing Council.
- DUTIES** : Render an optimal holistic specialized ophthalmology nursing care to patients as member of a multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Coordinate clinical activities of the unit. Participate in the formulation, analyses, implementation and monitoring of ophthalmology objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all times. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES** : Ms RM Sithole Tel No: 035 901 7258 / 7047

- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, 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** : 22 February 2019 (Late applications will not be accepted)
- POST 05/235** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 17/2019**
Psychiatry
- SALARY** : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Diploma/Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Psychiatry Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Psychiatry unit after obtaining post basic qualification in Psychiatry Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to a scope of practice as defined by South African Nursing Council.
- DUTIES** : Render an optimal holistic specialized psychiatric nursing care to patients as member of a multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Coordinate clinical activities of the unit. Participate in the formulation, analyses, implementation and monitoring of psychiatry objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all times. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES** : Ms RM Sithole Tel No: 035 901 7258 / 7047

- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, 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** : 22 February 2019 (Late applications will not be accepted)
- POST 05/236** : **PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 07/2019 (X2 POSTS)**
Directorate: Paediatrics
- SALARY** : Grade 1: R362 559 – R420 318 per annum
Grade 2: R455 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : King Edward VIII Hospital
: Matric/Senior Certificate or equivalent qualification plus Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse (Paediatrics) one year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General Nurse plus 1 year Post basic qualification in neonatal nursing. **Grade 2:** Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Recommendations: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMSD evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief

		duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources.
<u>ENQUIRIES</u>	:	Mr. B.B. Khoza Tel No: 031 360 3026
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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. Persons with disabilities and African males are encouraged to apply; however, other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	22 February 2019
<u>POST 05/237</u>	:	<u>PROFESSIONAL NURSE GRADE 1/2 SPECIALTY OPERATING THEATRE DEPARTMENT REF NO: NURS 4/2019 (X6POSTS)</u>
<u>SALARY</u>		Grade 1: R362 559 – R420 318 per annum Grade 2: R445 917 – R548 436 per annum Plus 8% Inhospital Area Allowance, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Edendale Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate, Diploma/Degree in General Nursing and Midwifery (obtainable from University/College), Registration with the SANC as a Professional Nurse and Midwife. A post basic qualification in Operating Theatre Nursing Science registered with SANC, Current SANC Receipt- 2019, Grade 1: A minimum of four (4) years, appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing With a Post Basic in Operating Theatre Nursing Science, Grade 2: A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Operating Theatre Nursing Science after obtaining the one year Post Basic Qualification in Operating Theatre Nursing Science, Certificate of service endorsed by H.R. must be attached, Knowledge of Operating Theatre processes and procedures, Strong interpersonal, communication and presentation skills. Knowledge of disciplinary processes, Knowledge of basic/ standard management principle of approach, Sound communication, interpersonal, counselling and time management skills, Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Understanding of Human Resource needs and developments.
<u>DUTIES</u>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Co-ordination of optimal, holistic specialized nursing care provided within the set standards and professional / legal framework, Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other

applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation , analysis , implementation and monitoring of unit objectives, policies ,and procedures Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor student Nurses. Exercise control over discipline, grievance and all Labour relations issues as well as management of absenteeism.

- ENQUIRIES** : Mrs. S.R. Masemola Tel No: 033 395 4427
- APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216 or hand deliver to the box by the main gate behind the Security Office.
- NOTE** : Employment Equity Target Preference will be given to the following candidates as per Employment Equity target: Any person with disability (regardless of race and gender), African Male , Indian Male, White Male, White Female, Indian Female, Coloured Male and Coloured Female.
- CLOSING DATE** : 22 February 2019
- POST 05/238** : **PROFESSIONAL NURSE SPECIALTY (ICU & HIGH CARE) – GRADE 1, 2 REF NO: ST 13/2019 (X2 POSTS)**
Component: 029498
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
- CENTRE** : Stanger 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 Speciality (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 Speciality after obtaining the one year Post – Basic qualification in relevant speciality. 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 : Ms QJ Cebekhulu (Assistant Manager Nursing) Tel No: 032- 437 6151

APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger 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. 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 : 22 February 2019

POST 05/239 : **SYSTEMS MANAGER REF NO: NDH 03/2019**
Cluster: Systems Department

SALARY : R356 289 per annum. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

CENTRE : Northdale Hospital: Pietermaritzburg

REQUIREMENTS : Appropriate Degree / 3 year National Diploma in Public Management Administration. 3 years supervisory experience in Systems Departments. Recommendation: Valid driver's licence. 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: Record management, Hospital Patients Record System, Patient fees manual, Contract Management, Communication and interpersonal relations, Legislative Framework (Labour Relations, Public Finance Management, Promotion of Access to Information Acts.

DUTIES : Ensure functionality of the following service areas: Patient Administration, Cleaning Services, Pottering Services, Hotel Services, Laundry Services, Telecommunication, Fleet management services, General registry, Crèche facilities, Waste Management, Security Service. Ensure compliance with National Hospital and Ideal Hospital Framework. Monitor maintenance budget and projects. Develop and monitor implementation of policies. Contribute positively towards Patient Experience of care.

ENQUIRIES : Mrs. BC Maphanga Tel No: 033 387 9009

APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. BC Maphanga

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (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. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.

CLOSING DATE : 22 February 2019

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 22 February 2019 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will

recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

MANAGEMENT ECHELON

POST 05/240 : **CHIEF DIRECTOR: PUBLIC & FREIGHT TRANSPORT MANAGEMENT REF NO: P 03/2019**

This is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY
CENTRE
REQUIREMENTS

: R1 189 338 per annum (all inclusive remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Transport Management / Transport Economics / Economics / Law/ Logistics Management and Transport Studies (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in Transport field; plus Possession of a valid driver's licence (minimum Code B). Knowledge of legislation and policies pertaining to public transport. Knowledge of the Constitution, 1996, Public Service Act, 1994, as amended, Public Service Regulations, 2001 and relevant directives, determinations and collective agreements; Labour Relations Act, 1995; Basic Conditions of Employment Act; 1997; Employment Equity Act, 1998 and other Public Services Legislation; Advanced knowledge of public policy analysis and public policy development processes. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge in public finance, human capital. Advanced knowledge of public communication, public transport education, public participation and public discourse management processes. Knowledge of national, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of other relevant legislation.

DUTIES

: Determine and manage the strategic direction of public transportation contracts, freight transportation and public transportation policy and planning services. Participation, interpretation and implementation of National policies and ensure the development, interpretation and implementation of Departmental policies and procedures, as well as provide input into National and Provincial policies. Ensure monitoring and compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources of the Chief Directorate. Facilitate and drive empowerment projects with direct interventions, strategic policies and partnerships with the industry. Manage the resources of the component.

ENQUIRIES
FOR ATTENTION
NOTE

: Ms F Sithole Tel No: 033 – 355 8886
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 25 February 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 05/241** : **SENIOR AGRICULTURAL ECONOMIST (MARKET ANALYSIS): MARKETING AND AGRIBUSINESS REF NO: AGR 2019-02**

- SALARY** : R444 693 per annum (Level 10)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Honors' degree in Economics or Agricultural Economics with subjects in Agricultural Marketing or an equivalent degree; A minimum of 3 years relevant experience; A valid (code 8/B) driving licence. Recommendation: A Masters' degree; Practical experience in and exposure to agricultural marketing value chains analysis (domestic and international); A broader practical understanding of the agricultural marketing environment, agricultural marketing policies and marketing of agricultural products' legislation. Competencies: Ability to work independently as well as in a team; Proven computer literacy (MS Office); Networking, analytical report writing and presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Conduct Product focused Market Research with the major emphasis on new or niche sectors and products; Produce trade analysis reports on market requirements such as sanitary and phytosanitary measures and technical requirements, rules and certificates of origin; Trade remedies and applied tariff rates for different markets and supply advice to clients; Communicate with industry role players and represent the Western Cape on various platforms (locally and internationally); Oversee the execution of projects by the Agricultural Economists; Perform administrative and related functions which include guidance to internal clients and co-workers; Participate in the development of the annual work plan; Provide inputs to budget planning; Give inputs towards policy and report compilation and submission.

- ENQUIRIES** : Ms L Thabethe at (021) 808 7733

- POST 05/242** : **PROJECT COORDINATOR: FARM WORKER DEVELOPMENT REF NO: AGR 2019-01**

- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An Appropriate 4-year business/public administration degree; A minimum of 5 years' experience in stakeholder liaison and project planning, management and coordination; A Valid Code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Coordinate all administrative functions for all Rural Development (RD) projects and ensure that sound systems are developed, implemented, maintained and constantly improved in support of comprehensive record keeping, information

sharing, tracking and reporting on all RD projects; Facilitate and drive all financial associated processes involving fund allocation, projection, expenditure, monitoring and reporting for all RD projects; Provide strategic support in collation, analysis, consolidation of information related to RD projects and outputs whether WCDoA (all programmes) funded projects or other broader stakeholder projects, bringing effect to an integrated RD; Ensuring sound and responsible human resource and financial management.

- ENQUIRIES** : Ms G Jacobs at (021) 808 5086
- POST 05/243** : **AGRICULTURAL SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL) REF NO: AGR 2019-03**
- SALARY** : Grade A: R293 652 - R314 853 per annum as per OSD prescripts
Grade B: R334 179 - R 360 240 per annum as per OSD prescripts
Grade C: R380 364 - R448 035 per annum as per OSD prescripts
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
A 3 year tertiary qualification (National Diploma/B-Degree) in Agronomy/Crop Science; Registration as a Certificated Natural Scientist in Agricultural Science/Soil Science with SACNASP (South African Council for Natural Scientific Professions; 3 years post qualification relevant technical experience; A valid Code B driving licence. Recommendation: Experience in/as: A research technician in small grain system; Conservation agriculture in the western Cape. Knowledge of: Settings, calibration and basic maintenance of agricultural equipment and implements; Cash crops and pastures used in the Western Cape. Competencies: Knowledge of the following: Cash crops and pastures used in the Western Cape, settings, calibration and basic maintenance of appropriate equipment and implements; Small grain systems (including crops, cultivation, plant-soil-water interaction); Technical Scientific inputs needed for research projects; Skills in the following: Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Proven computer literacy (MS Office, in particular Excel); Technical Management and planning skills.
- DUTIES** : Render technical assistance in research projects for the development of more efficient farming practices by planning technical execution of research projects, manage personnel and procurement of required resources; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions including compiling reports and control of assets allocated to projects; Render advice and disseminate technical information to applicable role players by handling enquiries, Training and presentations to stakeholders and compiling information package and procedure manuals.
- ENQUIRIES** : Ms A Swanepoel at (021) 808 5320

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 25 February 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 05/244** : **DEPUTY DIRECTOR: PROJECT IMPLEMENTATION REF NO: CS 2019-07**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Community Safety, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (Diploma/B-Degree); A minimum of 3 years' management experience. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: SA Crime Prevention Policy framework; Crime prevention strategy development; Government budgeting processes in line with the Public Financial Management Act (PFMA); Translating government policy into strategy; Project management body of knowledge; Monitoring and evaluation; Provincial Growth and Development Strategy; Intergovernmental Relations policy; Community development; Conflict resolution; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	To manage the financial resources of the sub-directorate; The provision of operational and strategic objectives of the sub-directorate; The provision of input to the Director on policy and strategy; Management of the Departmental Social Crime Prevention Projects; Provide quality assessments of the implementation of the Departmental Social Crime Prevention Projects.
<u>ENQUIRIES</u>	:	Mr T Wingrove at (021) 483 2558
<u>POST 05/245</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION (STRATEGIC SERVICES AND COMMUNICATION), REF NO: CS 2019-01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 9) Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' appropriate experience. Recommendation: Supervision of staff; Working knowledge of research methodologies. Competencies: Knowledge in the following: Programme and Project Management methodologies; Departmental strategic alignment processes; Programme/project monitoring and evaluation concepts; Departmental M&E, budgeting and planning policies; Departmental performance management systems and processes; Modern systems of governance and administration; Policies of the government of the day; National and Provincial Treasury Regulations and guidelines in respect of reporting; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Conduct research that informs the development of the monitoring framework and terms of reference for evaluation process; Assist with the development of the monitoring framework and terms of reference for evaluation process; Provide technical expertise in the submission and inputs to operational policies in reference of Monitoring and Evaluation; Provide support to management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms F Botha at (021) 483 8818
<u>POST 05/246</u>	:	<u>ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO. CS 2019-03 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years appropriate experience in Project Management. Recommendation: A valid Code B driving licence; Working knowledge of community projects. Competencies: Knowledge of the following: Project Management; Community Safety Partnerships; Community policing; Volunteerism; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Manage the implementation of safety partnerships; Manage the implementation of community projects; Develop project plans; Provide an administrative support with ad hoc project requests; Supervision of staff.
<u>ENQUIRIES</u>	:	Mr T Wingrove at (021) 483 2558

POST 05/247 : **PERSONAL ASSISTANT: CRIME PREVENTION CENTRE REF NO: CS 2019-04**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Department of Community Safety, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

DUTIES : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr T Wingrove at (021) 483 2558

POST 05/248 : **ADMINISTRATIVE OFFICER: CRIME PREVENTION CENTRE REF NO: CS 2019-06 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Department of Community Safety, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 years' experience. Recommendation: A valid Code B driving licence; Working knowledge of community based projects. Competencies: Knowledge of the following: Community Safety Partnerships; Community policing; Volunteerism; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide administrative support in the implementation of safety partnerships, community projects, ad hoc projects and information management; Reporting on safety promotion and partnership projects; Represent the directorate in operational meetings.

ENQUIRIES : Mr R Lagkar at (021) 4836249

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 25 February 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 05/249 : **ADMINISTRATIVE SUPPORT OFFICER: ECONOMIC ENABLEMENT, REF NO: DEDAT 2019-03**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Department of Economic Development and Tourism, Western Cape Government
: An appropriate 3-year tertiary qualification with economics related subjects (National Diploma/B-Degree); A minimum of 1 years' administrative support experience to top management; A valid code B driving licence. Recommendation:

Experience in providing strategic support to senior management; Advanced Microsoft Excel skills; Advanced financial management and budgeting. Competencies: Knowledge of the following: Financial management and budgeting; Reporting procedures; Development and maintenance of administrative and operational systems; Problem-solving; Coping in a dynamic and demanding environment; Data gathering, research and report compilation; Project management and monitoring; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

DUTIES : Develop and maintain processes and systems that will contribute towards improving efficiency in the office of the Chief Director; Prepare documentation and verify responses drafted received from and to internal and external stakeholders; Obtain inputs, collate and compile reports pertaining to the Chief Directorate; Assist with monitoring and evaluating the performance of the Chief Directorate on an ongoing basis against predetermined objectives; Assist with the planning and executive of workshops, large meetings, conferences as and when they occur; Update and maintain the M&E systems for projects and cashflow; Conduct research and compile comprehensive documents as and when requested; Analyse reports and/or recommendations with regard to projects implemented by the programme; Coordinate evidence/supporting documents for the Audit of Performance Information (AOPI).

ENQUIRIES : Mr J Peters at (021) 483 9417

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 05/250 : **DRIVER WITH SECONDARY FUNCTIONS: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 2019-01**

SALARY : R136 800 per annum (Level 04)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Grade 10 (Junior certificate or equivalent) with a minimum of 7 months' relevant experience; A valid code B driving licence with a professional drivers permit (PDP). Recommendation: Working knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices. Competencies: Knowledge of the following: business and organisational structure of the department; procedural processes and prescripts; Maintaining registers; Office etiquette; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Collecting and delivering of internal and external mail; Delivery and collecting of various documents and parcels (per foot or vehicle); Keep and maintain a register of documentation received and delivered; Process and record incoming correspondence; Assist with the opening and closing of files in line with prescripts; Deliver counter service and assist clients; Keep record of files requests; Maintain safety of confidentiality of all document; Transport officials and passengers to and from designated destinations; Assist with the administrative function of Knowledge and Information Management Unit.

ENQUIRIES : Mr L Madyosi at (021) 483 9161

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.

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 05/251 : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Metro Health Services

SALARY : R1 005 063 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field with at least 5 years' experience at a middle or senior management level. Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with proven skills and ability in the financial management of health service. Open-minded and ability to accommodate diverse views. Innovative, creative and a lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations.

DUTIES : Exercise leadership and overall governance of Institution in accordance with departmental strategic priorities and frameworks. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management and management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health department. Represent the Hospital authoritatively on Provincial and Public Forums. Comprehensive management of the District hospital effectively and efficiently and form an integral part of the Health delivery in the Sub district as well as the referral within prevailing legal and statutory framework. Implement Health Policies and Protocols.

ENQUIRIES : Dr K Grammer Tel No: (021) 202-0902

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 22 February 2019

OTHER POSTS

POST 05/252 : **CHIEF ENGINEER GRADE A (MECHANICAL)**
Directorate: Infrastructure Planning

SALARY : R991 281 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: University degree in Mechanical Engineering or Mechanical & Electrical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional

Engineer. Experience: At least 6 years appropriate/recognisable experience after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Develop, interpret and customise functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Ms M van Leeuwen Tel No: (021) 483-5084

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

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

CLOSING DATE : 22 February 2019

POST 05/253 : **MEDICAL PHYSICIST GRADE 1 TO 3**

SALARY : Grade 1: R626 481 per annum
Grade 2: R712 950 per annum
Grade 3: R815 169 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** A minimum of 8 years' appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** A minimum of 16 years' appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

DUTIES : Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.

ENQUIRIES : Ms N Joubert, Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION NOTE : Ms N Mbilini
: No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 22 February 2019

POST 05/254 : **OPERATIONAL MANAGER NURSING (GENERAL: MEDICAL WARD)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R420 318 (PN-A5) per annum
: Mitchells Plain District Hospital
: Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/ degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts which includes after hours, overtime, weekends, public holidays and night should the need arises. Competencies (knowledge and skills): Skilled nurse clinician able to lead and manage the nursing unit. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Conflict management, problem solving and decision making skills. Ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and in a multi-disciplinary team context.

DUTIES : Clinical governance by provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Ensure Quality Assurance by developing and implementing practice standards, protocols and indicators for quality improvement, evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilisation of information technology, data collection and analysis. Ensure service delivery by facilitating effective unit management to achieve clients' healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES APPLICATIONS : Ms A Brown, Tel No: (021) 377-4410
: The Chief Executive Officer: Mitchells Plain Hospital, 8 AZ Berman Drive, Mitchells Plain, 8875.

FOR ATTENTION NOTE CLOSING DATE : Ms C Johnson
: No payment of any kind is required when applying for this post.
: 01 March 2019

POST 05/255 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
: Hanover Park Community Health Centre (X1 Post)
Gugulethu Community Health Centre (X1 Post)
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification,

with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one year post-basic qualification in the appropriate specialty mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Actively participate in the provision of nursing care to patients with Mental Health problems. Advise or treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Hanover Park CHC: Ms V Pienaar Tel No: (021) 692 1240
Gugulethu CHC: Ms N Pienaar Tel No: 021-637 1280 /637 1305

APPLICATIONS : Post A: The Facility Manager: Hanover Park Community Health Centre, Corner of Hanlyn and Hanover Park Avenue, Hanover Park, 7764.
Post B: The Facility Manager, Gugulethu Community Health Centre, NY3 Corner of NY77 & NY78 Gugulethu, 7750.

FOR ATTENTION : Post A: Ms V Pienaar
Post B: Ms N Pienaar

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 22 February 2019

POST 05/256 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R356 289 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest and DP Marais Hospitals)
REQUIREMENTS : Minimum educational qualification: Health related Degree or National Diploma registrable with the South African Statutory Health Professions Council. Experience: Appropriate experience working in a health facility in a clinical capacity. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced computer literacy skills (MS word, Excel, email and PowerPoint). Knowledge of Quality Assurance, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health and health systems delivery. Experience in customer care and complaints management. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Effectively coordinate and manage Quality Assurance and Risk Management programs at Metro TB Health Centre. Collect, analyse data and provide technical

reports and presentations, including quality improvement plans, for internal and external stakeholders. Manage the Patient Safety Incident and Adverse Incident reporting system and Compliments and Complaints according to relevant guidelines on behalf of Metro TB Health Centre. Contribute to staff wellness and development through information sharing, training and support of wellness and other training initiatives.

ENQUIRIES : Ms W Sonnie, Tel No: (021) 508-7401
APPLICATIONS : The Chief Executive Officer: Brooklyn Chest Hospital, P/Bag X2 Ysterplaat 7405.
FOR ATTENTION : Ms C Walklett
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a practical test.

CLOSING DATE : 01 March 2019

POST 05/257 : **SENIOR INDUSTRIAL TECHNICIAN (SUPERVISOR)**
Directorate: Health Technology Clinical Engineering

SALARY : R299 709 per annum
CENTRE : Goodwood, Electronics Unit
REQUIREMENTS : Minimum educational qualifications: National Diploma (T or N or S stream) Electronics / Electrical – light Current or Mechatronics or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate 3 years post qualification, experience with repair and maintenance to electronic circuits, systems and related medical equipment. Inherent requirements of the job: Valid (Code B/EB) driver's licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Ability to fault find and repair down to component level. Practical hands-on experience with repair of electronic or medical equipment. Computer literate (MS Office). Good written and verbal communication.

DUTIES : Support Unit Head by completing task with time limits. Liaising with clients with regard to information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements. Assist with training of staff or users. Admin duties in the Unit by requesting of parts and service via LOGIS system. Maintaining of Maintenance Management and internal records. Write reports and specifications. Production by to carry out maintenance, repairs and installation of electronic and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr K Lutchman or Mr G Lee Tel No: (021) 591-7126
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for the post. Shortlisted candidates will be required to undertake a practical test.

CLOSING DATE : 22 February 2019

POST 05/258 : **PRINCIPAL PERSONNEL OFFICER**
Directorate: People Practices and Administration

SALARY : R242 475 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Extensive experience in Performance Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel to institutions within the Western Cape. Competencies (knowledge/skills): Supervisory Skills. Knowledge and experience of PERSAL. Computer skills (MS Office Excel, PowerPoint and Word). Sound knowledge of SPMS and PMDS. Interpersonal Skills. Communication Skills. Organisation and Planning Skills.

DUTIES : Administration of Performance Management systems for Head Office. Implementation of pay progression, cash bonuses and grade progression. Provide advice and assistance with the administration of SPMS, PMDS and other incentive schemes for the Department. Provide assistance and secretarial support for meetings. Assist with the administration of PERMIS. Supervise and provide support to staff members in the component.

ENQUIRIES : Mr S Van Dyk Tel No: (021) 483-4503

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be expected to complete a practical test.

CLOSING DATE : 01 March 2019

POST 05/259 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL NURSE TRAINING)**
Chief Directorate: Metro District Health Services

SALARY : Grade 1: R241 908 (PN-A2) per annum
Grade 2: R297 516 (PN-A3) per annum
Grade 3: R362 559 (PN-A4) per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two to three official languages of the Western Cape. Knowledge of procedures and processes related to nursing training and -education. Knowledge of procedures and processes related to basic- and post-basic nursing. Knowledge and understanding of the Nursing Code of Ethics and Professional Practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standards - and Scope of Practice. Ability to facilitate broad stakeholder involvement & work in a team. Demonstrate leadership- and sound interpersonal- and self-motivational skills. Ability to compile statistical and written reports. Computer proficiency (MS Office, GroupWise, Excel, Access, Database management, Power Point). Knowledge of Disciplinary and Grievance procedures. Ability to work independently and to think logically.

DUTIES : Co-ordinate and facilitate the development and implementation of orientation/ induction programmes in clinical areas for all new staff of all professional groups including Ward Assistants (Interns). Co-ordinate, facilitate the development of, and monitor and evaluate in-service learning, basic/post-basic programmes for all nursing personnel. Manage, implement and evaluate informal nurse training programmes. Manage the clinical accompaniment/ mentorship programmes. Identify clinical deficiencies and implement measures to correct these deficiencies in order to ensure Best Care Always and compliance with National Core Standards.

ENQUIRIES : Ms A Brown Tel No: (021) 377-4410

APPLICATIONS : The Chief Executive Officer: Mitchells Plain District Hospital, Private Bag X9, Mitchell's Plain, 7789.

FOR ATTENTION : Ms CC Johnson

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

CLOSING DATE : 01 March 2019

POST 05/260 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R163 563 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management/Warehouse Management. Inherent requirement of the job: Physically fit and able to perform the tasks to lift heavy items. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Receive and issue inventory accurately within the prescribed time-frames to end-users and ensure accurate stock control i.e. verify stock levels, maintain minimum and maximum levels, update bin cards, investigate and report discrepancies, ensure effective storage and cleanliness of the warehouse. Opening and closing of stores on a daily basis, capturing of receipt vouchers, simultaneously receipt vouchers and delivery notes. Responsible for handing over of stores when colleague is on leave. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the interim and annual financial statements (inventory). Perform LOGIS system functions pertaining to warehousing and perform monthly stocktake and assistance with IFS and AFS stocktake processes. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department.

ENQUIRIES : Mr S Pietersen, Tel. No. (021) 826-5910
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital Private Bag X1 Observatory, 7593.

FOR ATTENTION : Ms M Page
NOTE : Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 22 February 2019

POST 05/261 : **SECRETARY**
Chief Directorate: Metro Health Services

SALARY : R163 563 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest and DP Marais Hospitals)
REQUIREMENTS : Minimum educational qualification: Grade 12 plus computyping and computer application (Secretary, Secretary Gr 111 Snr, Secretary Gr IV Snr and Secretary SR 5 are similar). Experience: Appropriate secretarial related experience, preferably in a Hospital environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Proficient interpersonal, written and verbal communication skills. Planning and organising skills. Ability to work and provide outcomes timeously. Ability to function individually and as part of a team. Computer proficiency (MS Office including Word, Excel, Outlook/email).

DUTIES : Provide office management and secretarial support to the office of the Chief Executive Officer. Document management. Record keeping. Provide Secretarial support for meetings. Co-ordinate bookings and preparation of meeting venues.

ENQUIRIES : Ms W Sonnie Tel No: (021) 508 7401
APPLICATIONS : The Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7405.

FOR ATTENTION : Ms C Walklett
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.

CLOSING DATE : 01 March 2019

POST 05/262 : **DRIVER (LIGHT DUTY VEHICLE)**
Cape Winelands Health Services

SALARY : R96 549 per annum
CENTRE : Stellenbosch Primary Health Care
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of staff and goods. Inherent requirements of the job: Willingness to be on standby and work overtime. Valid (Code B/EB) driver's licence and a Public Driving Permit (PDP). Competencies (knowledge/skills): Knowledge of Transport Regulations, routine maintenance and inspections for defects on vehicles. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, to work independently and unsupervised. Ability to read and understand road directions and traffic signs.

DUTIES : Daily transport collection and delivery of goods, services, clients and personnel, from one point to another. Adhere to departmental codes and procedures by ensuring accurate and detailed completion of logbooks, trip authorities and any other administrative duties associated with driving, deliveries and collections. Conduct routine maintenance, inspection of vehicles and timely reporting of defects. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr S Clarke Tel No: (021) 808-6174
APPLICATIONS : The Manager: Medical Services, Stellenbosch Hospital, Private Bag X5027, Stellenbosch, 7600.

FOR ATTENTION : Ms L Adams
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 March 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 25 February 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 05/263 : **STATE ACCOUNTANT: ASSURANCE SERVICES (VERIFICATIONS) REF NO: HS 2019-04**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Financial field with a minimum of 3 years relevant experience. Recommendation: Knowledge of the financial norms and standards PFMA, NTR's, PTI's, AOS as well as departmental delegations. Competencies: Knowledge of the following: BAS, LOGIS and PERSAL systems; Pre/Post checking and verifications of payment vouchers in terms of compliance; Internal control and Risk Management processes and procedures; Communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Proven computer literacy in MS Office, the internet and the Western Cape Supplier Database online system; Problem solving skills; Good customer/client liaison skills.

DUTIES : Verifications of payments; Perform Pre/Post audit on Procurement; Construction and contract management procedures (Bid administration); Ensure that all payments to suppliers are paid within 30 days after receipt of invoice; Report on

and make recommendations on non-compliance issues to management in respect of Supply Chain Management; Batch control.

ENQUIRIES : Mr C Solomons at (021) 483 4439
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 25 February 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 05/264 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: LG 2019-01**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant experience in an intergovernmental relations/stakeholder management environment. Recommendation: Working knowledge of Intergovernmental Relations Framework Act (IGR Framework Act); Experience of project management and strategic management. Competencies: Knowledge of the following: Constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Legislation and policy frameworks applicable to local government (Constitution, Municipal Systems Act, Municipal Structures); Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Support the effective and efficient functioning of IGR structures within all district municipalities; Act as a referral mechanism between municipalities and provincial sector departments; Ensure effective follow up and finalization referred to and by the department; Provide support to provincial wide IGR governance; Support IGR processes through the effective capturing of, follow up and report back on key issues emanating from strategic interdepartmental forum engagements; Make presentations to municipalities on IGR related matters; Plan and co-ordinate a monthly intra-departmental forum for interaction between the different directorates; Duties as assigned by deputy director in support of executing administrative functions for the achievement of the overall objectives of the directorate.

ENQUIRIES : Mr NJ Witbooi at (021) 483 4249

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 25 February 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

MANAGEMENT ECHELON

POST 05/265 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ADMINISTRATION REF NO: (DOTP 2019-07)**

SALARY : R1 005 063 per annum (Level 13) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate B-degree in Finance, SCM or Logistics; and; A minimum of 6 years relevant management experience at middle to senior management level. Recommendation: A Honours or Masters degree (with SCM/ Finance/ Logistics) would be an added advantage; and Code B drivers license, or alternative mode of transport for people with disabilities. Competencies: Knowledge of: Strategic management of stakeholder relations; Strategic oversight of service provider and line-function contracts; Human resource management functions; Constitutional, legal and institutional arrangements governing the South African public sector; SCM policy development processes; Policies of the government of the day; Strategic development, strategy management and strategy monitoring and review processes; Financial management processes; Innovative strategic sourcing and preferential procurement /BEE approaches; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Leading-edge procurement policies/ procedures/ contract management approaches; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Financial norms and standards (PFMA, NTR, PTI); Records management, inclusive of registry services and policy and procedures governing these functions; and General support services such as transport management and policy and procedures governing these functions.

DUTIES : Strategic management, and providing guidance and advice to key stakeholders in respect of supply chain management; Strategic management, and providing guidance and advice to key stakeholders and staff in respect of records management and support services; Strategic management of the objectives, priorities and activities of the directorate; Management of the human resources of the directorate; and Management of the financial resources for the directorate.

ENQUIRIES : Mr DG Basson (021 483 2583)

OTHER POSTS

POST 05/266 : **CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 2019-01**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in management sciences or public administration; A minimum of 3 years' experience in Organisational Development; Evaluate Job Analyst Certificate; A valid code B driving licence. Recommendation: Experience in Job Evaluation; Experience of Organisation Design Methodologies and Interventions. Competencies: Knowledge of the following: Latest advances in Public Management and Industrial Psychology theory practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Intergovernmental relations; Organisational development theory, practice and techniques; Key elements/determinants of organisational performance; Equate Job Evaluation System; Proven computer literacy; Communication (verbal & written) skills, including report writing/info-mapping skills in at least two of the three official languages of the Western Cape.

DUTIES : Design and develop OD intervention methodologies and instruments; Execute and supervise the drafting of terms of reference of OD intervention projects with clients and conclude a draft project plan and "project contract" with the client; Execute and supervise organisation diagnostic interventions to understand clients' current

functioning and to identify areas for further developments/interventions; Execute and supervise the design and planning of appropriate OD interventions based on the organisational diagnosis; Document and report on OD interventions and assure the quality of outputs of OD Practitioners; Provide input into the directorates information management system and database with specific reference to OD interventions; Function as project team leader in respect of specialist functional and project teams.

ENQUIRIES : Ms L Isaacs at (021) 466 9701/45

POST 05/267 : **POLICY AND STRATEGY RESEARCHER: POLICY RESEARCH AND ANALYSIS REF NO: DOTP 2019-06**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3-years' experience within a research environment. Recommendation: A post-graduate qualification would be advantageous; Working knowledge of project management. Competencies: Extensive working knowledge of the following: Public management theory and practice; Public policy analysis and public policy development processes; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration or similar; Global, regional and local political, economic and social affairs; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental and international relations; Strong conceptual and formulation skills; Outstanding planning, organizing and people management skills; Proven computer literacy skills; Team building and strong inter-personal skills; Ability to lead and direct teams of professionals and service providers; Excellent communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Provide input into multi-functional policy and strategic responses; Assist in the development of appropriate, integrated and multi-disciplinary government programmes.

ENQUIRIES : Mr T Gorgens at (021) 483 3082

POST 05/268 : **CONTENT RESEARCHER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2019-03**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3-years' experience in online publishing environment. Recommendation: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software; A valid driving licence; Research, content gathering and editing; Experience with a large publication would be an advantage. Competencies: Knowledge of the following: Content production systems; Independent research; Ability to use multimedia equipment; Proven writing ability; Good understanding of Search Engine Optimisation (SEO); Communication (written and verbal) skills in atleast two of the three official languages of the Western Cape.

DUTIES : Write and publish online content implementing international best practices, including journalist functions such as interviews; Assess content brief, conduct research and aggregate content for production; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Assist with content planning; Working knowledge of digital marketing, particularly audience research, content modelling and online public relations.

ENQUIRIES : Mr M Hattingh at (021) 483 2416

POST 05/269 : **ADMINISTRATION CLERK: EDUCATION AND CULTURAL AFFAIRS AND SPORT, REF NO: DOTP 2019-05**

SALARY CENTRE REQUIREMENTS : R 163 563 per annum (Level 05)
: Department of the Premier, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendation: Experience in general receptionist/front door office duties. Competencies: Knowledge of the following: Basic Accounting System (BAS); Supply Chain Management prescripts; Supplier Database; Integrated Procurement Solution IPS/TradeWorld; Logistical Information System (LOGIS); Registering course delegates on an electronic Learning Management System; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render general admin support services: Record, organize, store, capture and retrieve correspondence and data; Update registers and statistics; Handle routine enquiries; Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration clerical support services within the component: Keep and maintain the attendance register of the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Ms N Lalla at (021) 900 7101

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 25 February 2019

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OTHER POST

POST 05/270 : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 2, REF NO: PT 2019-02 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years' experience in a finance department; A valid code B driving licence. Recommendation: A financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in a finance department in Public Sector would be an advantage. Competencies: Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to Municipalities; Facilitate training and other support to Municipalities;

Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

ENQUIRIES : Ms Z Malusi at (021) 483 3845/ Mr. N Vumazonke

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 25 February 2019

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OTHER POSTS

POST 05/271 : **SOCIAL WORKER POLICY DEVELOPER: ECD AND PARTIAL CARE REF NO: DSD 2019-02**

SALARY : Grade 1: R344 184 – R385 644 per annum (OSD as prescribed)

Grade 2: R409 137 - R549 837 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

DUTIES : Develop, implement and maintain social work policies aimed at ECD and Partial Care; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

ENQUIRIES : Ms T Hamdulay at (021) 483 4829

POST 05/272 : **SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT REF NO: DSD 2019-04**

SALARY : Grade 1: R344 184 – R385 644 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of eight (8) years appropriate experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

DUTIES : Develop, implement and maintain social work policies aimed at Victim Empowerment; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

ENQUIRIES : Mr M Gaba at (021) 483 4212

POST 05/273 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD 2019-01**

SALARY : Grade 1: R289 614 – R324 438 per annum (OSD as prescribed)
Grade 2: R344 184 – R385 644 per annum (OSD as prescribed)
Grade 3: R409 137 – R549 837 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
An appropriate 3-year tertiary qualification as recognised by SAQA; **Grade 1:** A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; **Grade 2:** A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification, of which 10 years must be appropriate experience in community policy development; **Grade 3:** A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification of which 20 years must be appropriate experience in community policy development. Competencies: Knowledge of the following: Community development; Policy analysis and development; Excellent Communication Skills (written and verbal) in at least two of the three official languages of the Western Cape; Proven computer literacy; Financial Management; Monitoring and Evaluation skills; Planning and organising skills.

DUTIES : Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop programmes to implement the relevant policies; Keep up to date with the new development in the community development field; Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal framework and policy framework continuously; Liaise/attend meetings with other department, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Conduct research and development that is relevant to youth development; Perform the administrative functions required in the unit.

ENQUIRIES : Ms DA Dreyer at (021) 483 4013

<u>POST 05/274</u>	:	<u>SOCIAL WORKER: CHILD PROTECTION REF NO: DSD 2019-07</u>
<u>SALARY</u>	:	Grade 1: R242 553 – R281 181 per annum Grade 2: R298 299 – R344 184 per annum Grade 3: R363 507 – R421 404 per annum Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; The ability to mentor and coach; Report writing skills; Motivation skills; Good planning and organising skills; Presentation and facilitation skills.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in or stem from social instability in any form; Evaluate NPO's compliance against legislative/ programme specific and generic norms and standards; Monitoring of the implementation of the service delivery improvement plan where the progress is unsatisfactory including Foster Care Management; Rapid response following complaints/ enquiries about NPO's, or a concern raised by a programme including Foster Care Management; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr C Jordan at (021) 483 2197
<u>POST 05/275</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (SOMERSET WEST) REF NO: DSD 2019-09</u>
<u>SALARY</u>	:	Grade 1: R242 553 – R281 181 per annum Grade 2: R298 299 – R344 184 per annum Grade 3: R363 507 – R421 404 per annum Grade 4: R447 069 – R549 837 per annum (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies:

Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus.

- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr F Gezwind at (021) 812 0925

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 25 February 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 05/276** : **PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: GENERAL (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER) REF NO: TPW 2019-11**

- SALARY** : Grade A Professional Architect/Quantity Surveyor (R854 154) OSD as prescribed. Grade A Professional Engineer/Construction Project Manager (R991 281) OSD as prescribed.

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
- : A relevant B-degree in the built environment (Quantity Surveying, Engineering, Architecture or Project/ Programme Management) Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP as a Professional Architect/Professional Engineer/Professional Quantity Surveyor/Professional Construction Project Manager; A minimum of 6 years post qualification experience as prescribed by the OSD prescripts; A valid code B driving licence. Recommendation: Experience in Project Management in the Built Environment. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

- DUTIES** : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of

new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Ms C Skillicorn Tel No: (021) 438 4605
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 05/277 : **ENGINEER: CIVIL/STRUCTURAL (PRODUCTION LEVEL): PROJECT/ PROGRAMME INFRASTRUCTURE DELIVERY: GENERAL REF NO: TPW 2019-14**

SALARY : Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: 879 975 - R1 036 557 per annum
Salary will be determined based on post registration experience as per OSD prescript.

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Civil Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B). Recommendation: Experience of contract documentation and administration; Act/Regulations of Occupation Health and Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; Financial Management; Programme and Project Management; Design of different structural systems; Design of roads, water, storm water and sewer reticulations. Competencies: Knowledge of the following: Built environment especially regarding civil/ structural engineering design and analysis in the construction of office And public transport systems; Computer support design of building and services; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office); Communication (written and verbal) in at least two of the official languages of the Western Cape; People Management skills; Technical report writing skills; Leadership, organizing and teamwork skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).

ENQUIRIES : Mr H Boucher at (021) 483 5052
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 05/278 : **ENGINEER – ELECTRICAL (PRODUCTION LEVEL): PROJECT/ PROGRAMME INFRASTRUCTURE DELIVERY REF NO: TPW 2019-20**

SALARY : Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: 879 975 - R1 036 557 per annum
Salary will be determined based on post registration experience as per OSD prescript.

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Electrical Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendation: Experience of contract documentation and administration; Act/Regulations of Occupation Health and Safety (OHS-Act); National Building Regulations and all relevant built environment legislation, Financial Management, Programme and Project Management Design of different electrical systems;

Computer support design of building services. Competencies: Knowledge of the following: Act/regulations of Occupational Health and Safety (OHS) Act; National Building regulations and all relevant built environment legislation; Built environment especially regarding electrical engineering design and analysis in the construction of office and public transport facilities; Access control and CCTV camera systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Proven computer literacy (MS Office); Decision making and team leadership; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; People Management skills; Technical report writing skills; Leadership, organizing, team work and conflict management skills.

DUTIES : Planning for success (Initiative, planning and execution); Serving proudly together (communication, management of human resources and quality of work); Financial sustainability and accountability (acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).

ENQUIRIES : Mr H Bouwer at (021) 483 5052

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 05/279 : **MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 2019-23**

SALARY : Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: 879 975 - R1 036 557 per annum
Salary will be determined based on post registration experience as per OSD prescript.

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES : 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; Develop tender specifications; Ensure through evaluation that planning and design by others is 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 utilisation; 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.

ENQUIRIES : Ms Jodie Thomas at (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 05/280 : **ELECTRICAL ENGINEER (PRODUCTION LEVEL), HEALTH INFRASTRUCTURE REF NO: TPW 2019-06**

SALARY : Grade A: R679 338 – R728 400 per annum
 Grade B: R769 611 – R829 107 per annum
 Grade C: 879 975 - R1 036 557 per annum
 Salary will be determined based on post registration experience as per OSD prescript.

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendation: Experience in Project Management, formulation of policies in a multi-disciplinary professional environment Competencies: Technical working knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Creating a high performance culture; Professional judgement; Contract documentation and administration, act/regulations and Occupational Health and Safety (OHS-ACT), National Building Regulations, SANS, and all relevant built environment legislations; Proven Computer literacy (MS Office); Decision making skills; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Planning and organising; Conflict management; Problem solving and analysis; People Management; Technical report writing; Change Management and innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety will entail the following: 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; Develop tender specifications; Ensure through evaluation that planning and design by others is 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 will entail the following: 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 will entail the following: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development will entail the following: 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.

ENQUIRIES : Ms Jodie Thomas at (021) 483 2004

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 05/281** : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION LEVEL): ARCHITECTURAL SERVICES REF NO: TPW 2019-13**
- SALARY** : Grade A: R344 271 – R371 130 per annum
Grade B: R391 854 – R422 139 per annum
Grade C: R448 035 – 527 772 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
Bachelor of Technology in Architecture (B-Tech) or relevant qualification as recognised by the South African Council for the Architectural Profession (SACAP); A minimum of 3 years post qualification experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Recommendation: Working experience in MS Office, MS Project, Sketch-Up, Revit. Competencies: Knowledge and experience of the following: Architectural planning, producing construction documentation and administration of JBCC 2000 PBA & NEC3 ECC contracts; Making models or 3D representations; Measuring-up & producing as-built documentation; Legal compliance with various acts including the Occupational Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Project Management; Financial management; Organisation & teamwork skills; Proven computer literacy in MS Word, MS Excel & AutoCAD; Verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : To undertake project management including planning, documentation and supervision; on written instruction from supervisor assist professional and technical staff in Chief Directorate General Infrastructure by compiling project documentation; assisting with supply chain processes; Maintaining up to date as-built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; research and professional development.
- ENQUIRIES APPLICATIONS** : Mr J Smit at (021) 483 4881
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 05/282** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): PAVEMENT TECHNOLOGY (LABORATORY) REF NO: TPW 2019-05**
- SALARY** : Grade A: R344 271 – R371 130 per annum
Grade B: R391 854 – R422 139 per annum
Grade C: R448 035 – 527 772 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendation: Working experience in Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design

		and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.
<u>DUTIES</u>	:	Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of highways; Procurement of maintenance material required; Manage building projects; Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/ literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Oversee the proper functioning of the mechanical workshop; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.
<u>ENQUIRIES</u>	:	Mr J.C Prodehl at (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 05/283</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: TPW 2019-09</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree in Accounting Sciences; A minimum of 5 years proven experience in Financial reporting; A valid code 8 driving licence. Recommendation: Experience with Microsoft Office. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Analytical and planning skills; Computer literate; Numerical skills; Systematic approach.
<u>DUTIES</u>	:	Human Resource Management within the Financial Reporting division; Manage and control all aspects regarding unspent conditional grants; Manage and control all aspects regarding finance leases; Manage and control all aspects regarding operating leases (Vehicles and Other); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory (Vehicles, Managed Assets – Finance and Operating Leases); Manage costing (EEE) and the asset planning cycle; Maintain Programmes for financial statements and in-year monitoring. Prepare quarterly interim financial statements, annual financial statements and in-year monitoring reports, as well as maintaining the Standard Chart of Accounts (SCOA).
<u>ENQUIRIES</u>	:	Mrs. K Proctor-Fourie at (021) 467 4792
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 05/284</u>	:	<u>STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: TPW 2019-08 (X3 POSTS)</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Accounting Science; A minimum of 2 years experience in Financial Reporting; A valid code B driving licence. Recommendation: Experience with Microsoft Office package. Competencies: Proven computer literacy; Analytical skills; Planning skills; Presentation skills; Numerical skills; Systematic approach; Communication

		(written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Manage and control all aspects regarding unspent conditional grants; Manage and control all aspects regarding finance leases (Vehicles); Manage and control all aspects regarding operating leases (Vehicles); Accounting for assets: Intangible assets, Heritage Assets; and Property, Plant and Equipment, Inventory (Vehicles, Managed Assets - Finance and Operating Leases; Manage costing (EEE) and manage the asset planning cycle.
<u>ENQUIRIES</u>	:	Mrs. K Proctor-Fourie at (021) 467 4792
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 05/285</u>	:	<u>LOSS CONTROL OFFICER: FRAUD AND LOSSES MANAGEMENT REF NO: TPW 2019-16</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the field of Finance or Risk Management; A minimum of 2 years' experience in Loss Control; A valid code B driving licence. Recommendation: Experience in Financial Management; Extensive supervisory experience. Competencies: Knowledge of the following: Loss Control Systems; Management of Losses and Claims, PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses, AFS and IFS reporting; Ability to assess evidence w.r.t losses and claims; Investigation skills, organising, planning, problem solving and analytical skills; Integrity; Monitor and prevent prescription; Proven written and verbal communication skills in at least two of the three official languages of the Western Cape; Computer literacy.
<u>DUTIES</u>	:	Implement an integrated loss control system; Ensure that losses are reported and recorded; Analyse and produce consolidated reports on status of cases; Maintain an integrated loss control register; Assist with the development of loss control prevention directives, instructions and guidelines; Promote the prevention of losses; Provide technical assistance and training on loss control; Ensure that cases are investigated, monitored, followed up and settled timeously; Liaise with Legal Services; Client Branches and other stakeholders; Responsible for skills development.
<u>ENQUIRIES</u>	:	Ms LD Atkins at (021) 483 3743
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 05/286</u>	:	<u>CHIEF ACCOUNTING CLERK: FINANCIAL REPORTING REF NO: TPW 2019-10</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate with Accounting as a passed subject; A minimum of 6 years appropriate working experience; A valid code B driving licence. Recommendation: Microsoft Office working experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.; Numerical skills; Systematic approach; Proven computer literacy.
<u>DUTIES</u>	:	Human Resource Management within the Financial Reporting division; Accounting for assets: Intangible assets, Heritage Assets; and Property, Plant and Equipment, Inventory, Vehicles and Managed Assets (Vehicles – Finance and Operating Leases); Audit and year end; Maintain the Standard Chart of Accounts (SCOA); Manage and control all aspects regarding operating leases (Other); Manage and control all aspects regarding unspent conditional grants.
<u>ENQUIRIES</u>	:	Mrs Proctor-Fourie at (021) 467 4792
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 05/287 : **ROAD WORKER SUPERVISOR: SPECIAL TASK TEAM REF NO: TPW 2019-03**

SALARY CENTRE REQUIREMENTS : R136 800 per annum (Level 04)
: Department of Transport and Public Works, Western Cape Government
: Grade 10 (Junior certificate or equivalent); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/EC driving licence with a professional driver's permit (PDP) is required. Recommendation: Experience in carpentry and concrete works essential; Willingness to travel regularly. Competencies: Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team; Communication skills in two of the three official languages in the Western Cape.

DUTIES : Supervise the building and maintenance of roads; Inspect work, train and supervise workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health & Safety Act; Discipline subordinates and apply proper labour relations.

ENQUIRIES APPLICATIONS : Mr D Plaatjies/Ms A Matthews at (044) 272 6071
: 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.

POST 05/288 : **OPERATOR (CARPENTER): ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 2019-02**

SALARY CENTRE REQUIREMENTS : R136 800 per annum (Level 04)
: Department of Transport and Public Works, Western Cape Government
: A Grade 10 (Junior Certificate or equivalent) with a minimum of 3 years relevant experience; A valid driving licence EC/EC1; Professional Driving Permit (PDP). Recommendation: Experience in the operating of minor construction machines and in civil construction activities. Competencies: Working knowledge of building, maintenance and reparation of roads; Knowledge of bitumen products, concrete work and applicable legal aspects; Communication skills in two of the three official languages in the Western Cape; Planning and organising; People Management skills.

DUTIES : Routine maintenance work on concrete structure; Construction of new concrete structures with the ability to read drawings and bending schedules; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck, etc.); Supervision of staff; Administrative duties such as completion of logs and toolbox talks; Traffic accommodation according to SARTSM.

ENQUIRIES APPLICATIONS : Mr S Jacobs at (021) 863 2020
: 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.
- POST 05/289** : **OPERATOR: CONSTRUCTION (EDEN) REF NO: TPW 2019-24**
- SALARY** : R136 800 per annum (Level 04)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : A Grade 10 (Junior Certificate or equivalent); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/EC driving licence with a professional drivers permit(PDP)is required. Recommendation: Qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF level 1 and higher. Competencies: Knowledge of the following: Supervisory experience in maintenance or construction environment; Experience in civil construction activities; Self- motivated, Organising and planning skills, Good communication (written and verbal) in two of the three official languages in the Western Cape.
- DUTIES** : Build, repair and maintain roads and road infrastructure; Build, repair and maintain roads shoulders, waterways and drainage structures; Operate and maintain machines, vehicles and aids which are used for road construction and maintenance work; Operate various types of construction machines, e.g. Grader, front-end loader, bulldozer, digger loader, excavator, roller, water truck, grass cutting machine, tractor with broom, crane truck; Discipline subordinates and apply proper labour relations; Give training to Road workers; Undertake the safeguarding of work areas and machines in terms of the Health and Safety act.
- ENQUIRIES** : Mr D Plaatjies at (044) 272 3699
- 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.