



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2019

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1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENTS

DEPARTMENT OF HOME AFFAIRS Kindly note that the post of Director: IT Service Delivery Management with Ref No: HRMC 40/19/10, advertised in Public Service Vacancy Circular 31 dated 30 August 2019 with closing date 13 September 2019, the correct email address is ISRecruitment@dha.gov.za, the closing date for this post has been extended to 20 September 2019. We apologise for the inconvenience. **GAUTENG: DEPARTMENT OF EDUCATION:** Please note that the following posts which were advertised in Public Service Vacancy Circular 32 dated 06 September 2019 namely: Personal Assistant: FET Curriculum Coordination with Ref No: HO2019/09/09 and Personal Assistant: Office of the District Director with Ref No: JW2019/09/25. Chief Provisioning Admin Clerk (X2 Posts) Finance and Administration Sub-directorate with Ref No: TN2019/09/17 and Chief Admin Clerk: Auxiliary Services: Finance and Administration with Ref No: GN2019/09/13 are withdrawn.

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DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- 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 J Masipa/Ms N Monyela
- CLOSING DATE** : 04 October 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 (Certified copies must not be older than 3 months). 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

OTHER POST

- POST 33/01** : **DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO: DBE/51/2019**
Branch: Social Mobilisation and Support Services
- SALARY** : R869 007 per annum (All- Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year relevant post matric qualification (NQF level 6). This should ideally be supported by substantial experience in administration, project, and financial management including four (4) years' relevant experience at supervisory/middle managerial level in the education sector. Computer literacy, excellent communication, inter-personal and writing skills are essential. Candidates should have experience of interacting and engaging with high-level strategic planning processes and the ability to organise and manage workflow. Knowledge and experience in Government administrative policies, procedures and planning, project management and the use of electronic information resources is crucial. The incumbent will be required to be a proactive individual, able to work under enormous pressure and must be capable of working independently without constant supervision. Applicants must have a valid driver's license and be willing to travel as required.
- DUTIES** : The successful candidate will be responsible for the management of operations, business process and workflow of the Branch, supporting the consolidation of Branch inputs and reports for various audiences, including the management of budgets and cash flows for the Office of the Deputy Director-General. Provide executive support to the Branch Head and administrative support to the senior managers in the Branch. Prepare a budget for the office of the Deputy Director-General. Keep track of the Branch finances and advise the Branch Head timeously should corrective measures be necessary. Prepare letters, memoranda and submissions. Develop agendas and collate minutes and decisions of various meetings. Establish Branch and office procedures as well as operating systems. Liaise with managers within the Branch as well as with other executive assistants, executive managers and the Parliamentary Office. Collate and prepare Strategic and Operational Plans of the Branch. Manage collation of quarterly reports, annual report and monthly programme reports. Quality assure Branch documents and manage monthly cash flow of the office of the Branch Head. The incumbent will also be required to manage some projects on behalf of the Branch Head. The successful candidate will be responsible for the management of workflow for a Branch consisting of two (2) Chief Directorates and six (6) Directorates responsible for learner support, health and wellbeing.
- ENQUIRIES** : Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294

NOTE

: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test. Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong operations management skills and abilities.

DEPARTMENT OF COMMUNICATIONS

The Department of Communications is an equal opportunity employer and encourages people with disabilities and females of all race groups to apply.

- APPLICATIONS** : The DG of the Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield , Pretoria
- FOR ATTENTION** : Mr A Khameli
- CLOSING DATE** : 27 September 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 completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates must disclose particulars of all registrable financial interests and sign the employment contracts with one month from the date of assumption of duty as well as sign a performance agreements within three months from the date of assumption of duty.

MANAGEMENT ECHELON

- POST 33/02** : **HEAD OF PROJECT MANAGEMENT OFFICE (PMO) – PRESIDENTIAL COMMISSION ON 4IR REF NO: DDG: PMO/09/19**
(3 Year Contract)
- SALARY** : R1 521 591 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Project management or Business Management as recognized by SAQA. Experience: 8 to 10 years of experience at senior management level. Job Knowledge: Project management, Understanding of policy environment, Understanding of ICT environment, Knowledge of applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa. Broad knowledge of key 4IR technologies (Artificial Intelligence, Robotics, Internet of Things, Data Science, Cloud Computing, Cybersecurity, Block-chain, Nano-technology, Precision medicine, etc.), Knowledge of information management and practices, monitoring, evaluation and research methodologies. Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
- DUTIES** : Reporting to the Director-General and the Minister, the successful candidate will be responsible for managing the activities of the PMO in the development of an Integrated Country Strategy on the Fourth Industrial Revolution (4IR) by

the Presidential Commission on 4IR and its supporting structures. Providing leadership and facilitation of research for the Fourth Industrial Revolution Presidential Commission and its supporting structures. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development. Managing and monitoring the implementation of 4IR interventions and programs. Establishing and managing partnerships in the implementation of 4IR interventions and programs. Managing resources allocated to the PMO, and lead a team of staff that is able to collectively deliver on agreed deliverables.

ENQUIRIES : Ms Mathope Thusi Tel No: (012) 473 0174

POST 33/03 : **SENIOR RESEARCH EXPERT ON 4IR REF NO: SRE: 4IR/09/19**
(3 Year Contract)

SALARY : R1 251 183 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria
REQUIREMENTS : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Project Management or Business Management as recognized by SAQA. Experience: 5 years at a senior management level. Job Knowledge: Understanding of policy environment. Knowledge of telecommunications policies and regulation, law and international law, social development and ethics, social impact analysis, comparative analysis of data. Knowledge of Electronic and Communication Act. General knowledge of key 4IR technologies (Artificial Intelligence, Robotics, Internet of Things, Data Science, Cloud Computing, Cybersecurity, Block-chain, Nano-technology, Precision medicine, etc.); and Knowledge of business practices and processes. Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

DUTIES : Reporting to the Head of Project Management Office (PMO) – Presidential Commission on 4IR, the successful candidate will be responsible for managing the activities of research support towards the development of an Integrated Country Strategy on the Fourth Industrial Revolution (4IR) by the Presidential Commission on 4IR and its supporting structures. Coordinating and monitoring the implementation of 4IR interventions and programs. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development. Managing a team of research experts and related resources to ensure successful delivery on agreed deliverables

ENQUIRIES : Ms Mathope Thusi, Tel No: (012) 473 0174

POST 33/04 : **RESEARCH EXPERT - COMPUTER SYSTEMS REF NO: CS/09/19**
(3 Year Contract)

SALARY : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria
REQUIREMENTS : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Computer Science or Information Systems or Engineering and/or Business Management as recognized by SAQA. Experience: At least 5 years' middle management experience in conducting research in computer systems and technologies. Job Knowledge: Understanding of policy environment. Understanding of ICT environment. Knowledge of project management practices. Knowledge of Electronic and Communication Act. Knowledge of computer systems in relation to artificial intelligence (AI), robotics, Internet of Things (IoT), Cloud Computing, etc.). Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

DUTIES : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on computer systems. Coordinating and monitoring the implementation of 4IR interventions and programs with a

focus on computer systems. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators.

ENQUIRIES : Ms Mathope Thusi, Tel No: (012) 473 0174

POST 33/05 : **RESEARCH EXPERT - ECONOMETRICS REF NO: EC/09/19**
(3 Year Contract)

SALARY : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria

REQUIREMENTS : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Bachelor's degree in Economics or Econometrics and/or Finance as recognized by SAQA. Experience: At least 5 years' middle experience in an economic environment. Job Knowledge: Understanding of policy environment. Understanding of ICT environment. Knowledge of project management practices. Knowledge of Electronic and Communication Act. Knowledge of computer systems in relation to artificial intelligence (AI), robotics, Internet of Things (IoT), Cloud Computing, etc.). Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

DUTIES : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on identified economic sectors to be advanced for global competitiveness through 4IR and econometrics. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on econometrics. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development.

ENQUIRIES : Ms Mathope Thusi, Tel No: (012) 473 0174

POST 33/06 : **RESEARCH EXPERT - TELECOMMUNICATIONS AND INTERNET POLICY REF NO: RE: T&IP/09/19**
(3 Year Contract)

SALARY : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria

REQUIREMENTS : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Bachelor's degree in IT or Law and or Business Management as recognized by SAQA. Experience: At least 5 years' middle experience in conducting research in telecommunications policies and regulations. Job Knowledge: Understanding of policy environment. Knowledge of telecommunications policies and regulation, law and international law, social development and ethics, social impact analysis. Knowledge of Electronic and Communication Act. General knowledge of key 4IR technologies (Artificial Intelligence, Robotics, Internet of Things, Data Science, Cloud Computing, Cybersecurity, Block-chain, Nano-technology, Precision medicine, etc.); and Knowledge of business practices and processes Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

DUTIES : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on telecommunications and internet law, and related impact of 4IR. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on telecommunications and internet policy. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development.

ENQUIRIE : Ms Mathope Thusi Tel No: (012) 473 0174

- POST 33/07** : **RESEARCH EXPERT - DATA SCIENCE REF NO: DS/09/19**
(3 Year Contract)
- SALARY** : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Bachelor's degree Bachelor's degree in Actuarial Science or Applied Mathematics or Statistics and/or Business Management as recognized by SAQA. Experience: At least 5 years' middle experience in in conducting research in data science and related fields. Job Knowledge: Understanding of policy environment. Understanding of ICT environment. Knowledge of project management practices. Knowledge of Electronic and Communication Act Knowledge of data science in relation to artificial intelligence (AI), robotics, Internet of Things (IoT), Cloud Computing, block-chain, etc.). Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
- DUTIES** : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on data science. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on data science. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators.
- ENQUIRIES** : Ms Mathope Thusi Tel No: (012) 473 0174
- POST 33/08** : **RESEARCH EXPERT - LAW REF NO: L/09/19**
(3 Year Contract)
- SALARY** : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Bachelor's degree in Bachelor's degree in Law and or Business Management as recognized by SAQA. Experience: At least 5 years' middle experience in conducting research in telecommunications policies and regulations. Job Knowledge: Understanding of policy environment. Knowledge of telecommunications policies and regulation, law and international law, social development and ethics, social impact analysis. Knowledge of Electronic and Communication Act. General knowledge of key 4IR technologies (Artificial Intelligence, Robotics, Internet of Things, Data Science, Cloud Computing, Cybersecurity, Block-chain, Nano-technology, Precision medicine, etc.); and Knowledge of business practices and processes Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
- DUTIES** : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on law in relation to 4IR. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on law. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators.
- ENQUIRIES** : Ms Mathope Thusi Tel No: (012) 473 0174
- POST 33/09** : **RESEARCH EXPERT - BLOCK CHAIN REF NO: BC/09/19**
(3 Year Contract)
- SALARY** : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Bachelor's degree in Bachelor's degree in BSc or equivalent in computer science, computer engineering or a technically related field as recognized by

		SAQA. Experience: At least 5 years' middle experience in conducting research in block-chain, cybersecurity and related fields. Job Knowledge: Understanding of policy and ICT environment. Knowledge of commercial hardware platforms (particularly IBM, SUN and HP). Knowledge of project management practices. Knowledge of Electronic and Communication Act. Knowledge of block-chain and cybersecurity Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
<u>DUTIES</u>	:	Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on block-chain technology. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on block-chain technology. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development.
<u>ENQUIRIES</u>	:	Ms Mathope Thusi Tel No: (012) 473 0174
<u>POST 33/10</u>	:	<u>RESEARCH EXPERT - DIGITAL TRANSFORMATION SPECIALIST REF NO: DTS/09/19</u> (3 Year Contract)
<u>SALARY</u>	:	R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Science or equivalent in computer science, computer engineering or a technically related field as recognized by SAQA. Experience: At least 5 years' middle experience in conducting research in block-chain, cybersecurity and related fields. Job Knowledge: Understanding of policy and ICT environment. Knowledge of commercial hardware platforms (particularly IBM, SUN and HP). Knowledge of project management practices. Knowledge of Electronic and Communication Act. Knowledge of block-chain and cybersecurity Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
<u>DUTIES</u>	:	reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for identifying gaps in the current digital transformation initiatives and conducting related research. Analyzing trends on digital transformation and compile reports to inform strategies, policies and programs. Communicating findings to stakeholders using visualization and other means. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on digital transformation. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators.
<u>ENQUIRIES</u>	:	Ms Mathope Thusi Tel No: (012) 473 0174
<u>POST 33/11</u>	:	<u>RESEARCH EXPERT - STATISTICS REF NO: ST/09/19</u> (3 Year Contract)
<u>SALARY</u>	:	R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Statistics, Geography and or Market Analysis as recognized by SAQA. Experience: At least 5 years' middle management experience in an economic environment. 5 years combined expertise on the use of geospatial analysis, social sciences, and statistical social science software. Job Knowledge: Knowledge economic policy environment, Economic impact analysis, Industrial development analysis Knowledge of integrating geospatial analysis and behavioural science expertise, to include but not limited to conducting multivariate analysis and predictive modelling for population segmentation, data cleaning and missing data identification, scale analyses. Knowledge of

predictive and statistical modelling. Knowledge of project management practices. Knowledge of business practices and processes Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

DUTIES : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on identified economic sectors to be advanced for global competitiveness through 4IR and statistics. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on statistics. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development.

ENQUIRIES : Ms Mathope Thusi Tel No: (012) 473 0174

OTHER POST

POST 33/12 : **MULTIMEDIA STRATEGIST REF NO MS/09/19**
(3 Year Contract)

SALARY : R733 257 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria
REQUIREMENTS : Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) in Visual Communication and Design as recognized by SAQA. Experience: At least 3-5 years' experience in communication design. Job Knowledge: In-depth knowledge of Adobe Creative Cloud Suite. In-depth knowledge of print, audio and video media design. Knowledge of 3D design and printing and videography. Knowledge of media business practices and processes. Knowledge of social media processes. Skills Required: Image editing, Website software, HTML5, Social media, Photography and Videography, Audio and Video editing.

DUTIES : Developing and designing creative and interactive content for video, print, website, advertisements, and social media platforms. Developing and designing animations, motion graphics and 3D design for use on various communication platforms. Creating engaging presentations of images and information on 4IR for various communication platforms. Planning, shooting and editing high quality video content and photographs on 4IR initiatives including the Presidential Commission on 4IR. Managing subordinates to strategically deliver compelling digital media content and to deliver strategic social media content effectively and timeously.

ENQUIRIES : Ms Mathope Thusi Tel No: (012) 473 0174

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 October 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 33/13** : **CONTROL GISc TECHNICIAN GRADE A (PAPER NAUTICAL CHARTS: SUPT PAPER NAUTICAL CHARTS) (USAGE NO: 4607) REF NO: SA NAVY 48/19/01**
- SALARY CENTRE REQUIREMENTS** : R446 202 – R510 189 per annum (OSD)
SA Navy Hydrographic Office, Fleet Command HQ, Tokai.
Diploma in GISc, Cartography or Relevant Qualification. 6 Years post qualification GISc Technician experience. Valid driver's license. Special Requirements: Experience in the Marine Cartography environment is advantageous. Working knowledge of Geo-database implementation. Advanced understanding of GIS applications and spatial data. An in-depth knowledge of theory, standards, principles and practices of GIS and cartography. Analytical, problem solving, planning, organising and decision making skills. Ability to manage production personnel and exercise the Departmental disciplinary system. Good interpersonal skills and the ability to coach and mentor subordinates. Advanced computer skills and the ability to conduct presentations using supporting software and hardware. Excellent report writing skills. Good communication skills. The ability to chair Forums. Statutory requirements: current compulsory registration as a GISc Technician with the South African Geomatics Council (SAGC). Required to travel nationally and internationally when necessary. Ability to obtain a military license.
- DUTIES** : Establish and maintain the Work Unit's Operational Business Framework. Manage the production and reproduction of Paper Nautical Charts. Manage the maintenance of Nautical Chart Reproduction Material. Manage the Print on

Demand requirements. Develop and maintain Work Unit Performance Monitoring Systems. Provide direction to the Work Unit's Functional Area(s). Manage Work Unit day-to-day.

ENQUIRIES : Mr A. van Craeynest Tel No: (021) 787 2276
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 33/14 : **CHIEF ARTISAN GRADE A ELECTRONIC MAINTENANCE: ANTENNA MAINTAINER (USAGE NO: 1035) REF NO: SA NAVY 48/19/02**

SALARY : R386 487 – R441 891 per annum (OSD)
CENTRE : Fleet Command HQ, Radio Station Goedverwacht, Durbanville
REQUIREMENTS : Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special Requirements: Experience in climbing high installations, maintaining and repairing all Naval telecommunications network land based antennas, lifting and rigging gear, to enable an efficient and reliable communication service for the South African Navy, amongst others. Ability to perform repairs and maintenance on top of 150 meter high masts and other high installations. Extensive experience in / exposure to High Power Antenna Transmitters / RF will be an advantage. Leadership-, supervision-, and management competency skills required. Proficiency in MS Office packages. Proven ability to communicate effectively (written and verbal) in English at all levels.

DUTIES : Maintaining antennas, repairing antennas, maintaining lifting and safety gear, Refurbishing antennas, communicating with Contractors, performing tasks not included in the job description. Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting and climb high installations. Member will be required to perform standby 24hrs call out duties (days, night, weekends and public holidays).

ENQUIRIES : Mr RJ Cameron, Tel No: (021) 787 2480
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/15 : **SENIOR ADMINISTRATION OFFICER (SUPPORT SERVICES: OFFICE MANAGER) (USAGE NO: 3765) REF NO: SA NAVY 48/19/03**

SALARY : R316 791 per annum (Level 08)
CENTRE : Naval Engineering Section, Simon's Town.
REQUIREMENTS : NQF Level 6 (Appropriate Diploma / First Degree). Special Requirements: Successful completion of finance and personnel modules will be an advantage. Knowledge of financial, personnel and stores processes. Proven ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages and Internet. Leadership, supervision and management skills. Planning, organising and problem solving skills in an administrative environment. Reasoning, mathematical and problem solving skills. Strong interpersonal relations skills. Ability to meet target dates. OSIS registration and experienced would be an advantage. Valid Driver's License and ability to obtain a military/valid code 8 (code B) driver's license.

DUTIES : Supervise and lead Admin Support section wrt general administration, Printing and plotting sections. Manage general office administration (budget compilation, leave administration, vehicles, internet). Manage procurement of resources and services (petty cash, procurement). Co-ordinate training requirements. Monitor controlled items. Execute the functions of Unit Labour Relations Liaison Officer (LRLO).

ENQUIRIES : Capt (SAN) F.D. Van Niekerk, Tel No: (021) 787 3206
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 33/16 : **SENIOR PERSONNEL PRACTITIONER (CAREER MANAGEMENT CIVILIAN: SO2 FCM PSAP) (USAGE NO: 3318) REF NO: SA NAVY 48/19/04**

SALARY : R316 791 per annum (Level 08)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : NQF Level 6 (Appropriate Degree or Diploma in Human Resource Management or equivalent) Minimum of 3 Years as a Personnel Practitioner or within the Recruitment and Selection environment. Valid driver's licence. Special Requirements: Knowledge of Human Resource Management Administration. Ability to apply knowledge relating to information dissemination, work organisation and organisational performance. Ability to do

- research and compile presentations. Ability to supervise, maintain discipline and handle conflict. Ability to communicate (written and verbally). Ability to generate own correspondence, i.e. reports and letters. Ability to interpret directives. Computer literacy in MS Office Suite (Word, Excel, Access and PowerPoint). Knowledge of Occupational Specific Dispensation (OSD) in terms of progressions. Willingness to train Interns. Knowledge of grievance procedures. Knowledge of CV writing and interviewing skills. Knowledge of main frame (Persol, Milqual and SMCS). Budgeting skills. Ability to obtain Military driver's licence.
- DUTIES** : Contributing towards maintenance of Personnel Plan. Ensuring staffing of Public Service Act Personnel (PSAP) posts in the Fleet. Ensuring succession planning. Coordinating administrative issues. Managing and administrating section.
- ENQUIRIES** : Ms A.M. Kau-Tsoanyane Tel No: (021) 787 5214
- APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
- NOTE** : Successful candidate will be required to travel locally and nation-wide.
- POST 33/17** : **SENIOR TRAINING OFFICER (QUALITY ASSURANCE: TRAINING EVALUATOR) (USAGE NO: 753) REF NO: SA NAVY 48/19/05**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : A Naval College, Gordon's Bay
- REQUIREMENTS** : NQF Level 6 (Appropriate Diploma / First Degree in ETD / Human Resource field. Special Requirements: Appropriate experience in HR / ETD environment as a supervisor will be an advantage. Knowledge in evaluating / assessing and moderating evaluation / assessing and moderating ETD Practitioners. Detailed knowledge of ETD policy and prescripts. Knowledge of Outcomes Based Education. Ability to evaluate all learning opportunities and learning activities. Proficiency in MS Office packages. Ability to communicate effectively (written and verbal) in English at all level, including presentations. Leadership, supervision and management skills. Knowledge of DOD practices would be an advantage. Knowledge of Public service related policies. Ability to obtain military / valid code 8 (code B) driver's license. Willingness to travel / stay overnight when required. Applicants must be medically fit due to content of training given to students wrt practical leadership training (survival skills).
- DUTIES** : Conducting interviews with ETD Practitioner. Research techniques and ensuring the sound imparting of knowledge to learners. Co-ordinating and controlling the compilation of curricula used in the DOD. Maintaining a database wrt the ETD policies / assessments. Developing a Quality Management System, a Training Policy Plan and a Work Skills Plan for the Unit. Assisting in the compilation of Standard Operating Procedures. Controlling and issuing of Assessment instruments. Aligning all training centres wrt SAQA accreditation. Controlling peer group rating system. Willingness to train interns and empower subordinates.
- ENQUIRIES** : WO2 A. Loubser Tel No: (021) 856 9508
- APPLICATIONS** : Ms A.M. Kau-Tsaonyane, SA Navy, Private Bag X1, Simon's Town, 7995.
- POST 33/18** : **PRINCIPAL LIBRARIAN (LIBRARY: LIBRARIAN) (USAGE NO: 8193) REF NO: SA NAVY 48/19/06**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Naval Base Simon's Town, Fleet Command Library
- REQUIREMENTS** : NQF Level 6 (Degree / Diploma in Library and Information Services) Special Requirements: Knowledge of library management and administration, provision of effective library and information services. Proficiency in MS Office packages. Good report writing skills. Compile Budget. Ability to conduct research / analysing. Ability to interpret policies. Good communication skills (verbal and written) in English. Good planning, organising and decision making skills. Good interpersonal relations skills. Ability to prioritise tasks. Ability to supervise/lead subordinates.
- DUTIES** : Acquiring information resources. Managing internet station. Retrieval of information from SABINET, Internet and SINET. Developing access to information through process of cataloguing and classification. Quality control of card catalogue. Development and management of library collection, including different formats of information resources. Development of an effective marketing plan. Providing a pro- and re-active information service.

Promote relations with relevant stakeholders. Compiling bibliographies wrt specific subjects on Internet, SABINET and SINET of books and periodical articles. Updating of high standard accession register. Compile budget inputs/reports. Supervising of subordinates. Management of stores and annual stocktake. Monitor incoming post.

ENQUIRIES : Lt Cdr K. S. Sikonkwane, Tel No: (021) 787 5869 / WO1 M. Smith Tel No: (021) 787 5855

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/19 : **SENIOR TRAINING OFFICER (TRAINING SUPPORT: SKILLS DEVELOPMENT OFFICER) (USAGE NO: 760) REF NO: SA NAVY 48/19/07**

SALARY : R316 791 per annum (Level 08)
CENTRE : SA Naval College, Gordon's Bay
REQUIREMENTS : NQF Level 6 (Appropriate Diploma / First Degree in ETD / Human Resource. Special Requirements: Appropriate experience in HR / ETD environment in a leadership position will be an advantage. Knowledge in evaluating / assessing and moderating evaluation / assessing and moderating ETD Practitioners and staff members. Detailed knowledge of ETD policy and prescripts. Knowledge of Outcomes Based Education. Ability to evaluate all learning opportunities and training activities. Proficiency in MS Office packages. Ability to communicate effectively (written and verbal) in English at all level, including presentations. Leadership, supervision and management skills. Knowledge of DOD practices would be an advantage. Knowledge of Public service regulations. Ability to obtain military / valid code 8 (code B) driver's license. Willingness to travel / stay overnight when required. Applicants must be medically fit due to content of training given to students wrt practical leadership training (survival skills).

DUTIES : Identify and evaluate learners and staff members that require enablement training. Prepare and conduct enablement courses for relevant members. Moderating the learner progress. Advise the Command Team regarding problems being experienced by learners and applicable solutions. Conduct regular research wrt new trends in enablement training. Administer the use of Computer Based Training. Ability to be in contact with the clients and service providers. Willingness to train subordinates/interns.

ENQUIRIES : WO2 A. Loubser Tel No: (021) 856 9508
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/20 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (DESIGN TECHNICIAN: CONSTRUCTIVE) (USAGE NO: 3351) REF NO: SA NAVY 48/19/08**

SALARY : R311 859 – R332 799 per annum (OSD)
CENTRE : Naval Engineering Section, Simon's Town
REQUIREMENTS : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special Requirements: Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organizing and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates.

DUTIES : Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project / task management services.

REQUIREMENTS : Compulsory Registration with ECSA as a Professional Engineering Technician
ENQUIRIES : Capt (SAN) M. Ncanana Tel No: (021) 787 4389
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/21 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (DESIGN TECHNICIAN: WEAPONS ELECTRONIC ENGINEERING) (USAGE NO: 599) REF NO: SA NAVY 48/19/09**

SALARY : R311 859 – R 332 799 per annum (OSD)
CENTRE : Naval Engineering Section, Simon's Town
REQUIREMENTS : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special requirements: Proven experience in an electrical / electronic engineering field is essential. Knowledge of communication, navigational and power distribution systems would be advantageous. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite, Caddie or AutoCAD and other software used in design environment. Design and implementation knowledge essential. Knowledge of writing of specifications and statements of work would be advantageous. Knowledge of Class and IMO rules and regulations would be advantageous. Planning, organising and problem solving skills in an engineering environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Ability to draft, read and understand technical drawings. Ability to diagnose electrical / electronic engineering problems and faults.

DUTIES : Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services. Statutory requirements: Compulsory Registration with ECSA as a Professional Engineering Technician.

ENQUIRIES : Capt (SAN) M. Ncanana, Tel No: (021) 787 4389
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/22 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (DESIGN TECHNICIAN: WEAPONS ELECTRONIC ENGINEERING) (USAGE NO: 571) REF NO: SA ANAVY 48/19/10**

SALARY : R311 859 – R332 799 per annum (OSD)
CENTRE : Naval Engineering Section, Simon's Town
REQUIREMENTS : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special requirements: Proven experience in an electrical / electronic engineering field is essential. Knowledge of communication, navigational and power distribution systems would be advantageous. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of writing of specifications and statements of work would be advantageous. Knowledge of Class and IMO rules and regulations would be advantageous. Planning, organising and problem solving skills in an engineering environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Ability to draft, read and understand technical drawings. Ability to diagnose electrical / electronic engineering problems and faults.

DUTIES : Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services. Statutory Requirement: Compulsory Registration with ECSA as a Professional Engineering Technician.

ENQUIRIES : Capt (SAN) F.D. Van Niekerk, Tel No: (021) 787 3206
APPLICATIONS : Ms A.M. Kau-Tsoanyane, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 33/23 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (ELECTRONIC MAINTENANCE: TECHNICIAN) (USAGE NO: 158-159-160) REF NO: SA NAVY 48/19/11(X3 POSTS)**

SALARY : R311 859 – R332 799 per annum (OSD)
CENTRE : Radio Station Goedverwacht, Durbanville
REQUIREMENTS : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special Requirements: Exposure to High Power Transmitters / RF will be an advantage. Ability to fault find to component level and effect repair. Knowledge

of Thermionic Emission principles. Leadership-, supervision-, and management skills. Planning and organising skills and be able to perform problem solving and analysis. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and computer-aided engineering packages. Knowledge of Project management. Statutory Requirements: Compulsory Registration with ECSA as a Professional Engineering Technician. Own transport will be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

DUTIES : Maintain and repair communications equipment and their peripherals. Ensure transmission quality. Supervise subordinate's work. Implement corrective action to essential equipment when required (Diesel generators, power distribution, air cooling systems, etc).

ENQUIRIES : Mr R.J. Cameron, Tel No: (021) 787 2480/3

APPLICATIONS : Mrs A. M. Kau, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/24 : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINTENANCE: ANTENNA MAINTAINER) (USAGE NO: 150-151) REF NO: SA NAVY 48/19/12 (X2 POSTS)**

SALARY : R304 263 - R344 640 per annum. (OSD)
CENTRE : Fleet Command HQ, Radio Station Goedverwacht, Durbanville
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Maintaining and repairing all Naval telecommunication network land based antennas, lifting and rigging gear, to enable an efficient and reliable communication service for the South African Navy, amongst others. Ability to execute repair and maintenance on top of 150 metre high masts. A back ground in electronics can be considered as an advantage. Ability to compile technical reports. Ability to communicate in English (written and verbal). Ability to read, interpret and analyze technical drawings and documentation. Problem solving and analysis skills. Good decision making skills. Computer literate. Proficiency in MS Office Packages. Knowledge of Occupational Health and Safety regulations. Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting and climb high installations. Member will be required to perform standby 24hrs call out duties (days, night, weekends and public holidays).

DUTIES : Maintaining, lowering, repairing and erecting antennas, maintaining lifting and safety gear, refurbishing antennas, communicating with Contractors, performing tasks not included in the job description. Ordering and managing stores / spares. Supervise external Contractors work on-site.

ENQUIRIES : Mr R.J. Cameron Tel No: (021) 787 2480/3

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/25 : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINT: MECHANICAL MAINTAINER: DIESEL MECHANICIAN) (USAGE NO: 167) REF NO: SA NAVY 48/19/13**

SALARY : R304 263 - R344 640 per annum. (OSD)
CENTRE : Fleet Command HQ, Radio Station Goedverwacht, Durbanville
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: To ensure, through repair and maintenance of the standby diesel generators, reliable backup of electrical power in case of an Eskom power failure - thus providing uninterrupted communications for the South African Navy amongst others. Manufacturing / modifying structural components for High Power HF transmitters. Ensuring correct operation of the transmitter cooling and bunker ventilation systems. Extensive experience / exposure of electrical motors and compressors will be an advantage. Leadership-, supervision-, and management competency skills required. Proficiency in MS Office packages. Proven ability to communicate effectively (written and verbal) in English at all levels.

DUTIES : Maintaining / servicing and repairing 3 x M.A.N. diesel generators, servicing of cooling and ventilation plants for underground bunker environment, performing lathe work, welding, grinding, etc. Communicating with external clients and contractors. Compiling statistical reports and documentation wrt to mechanical environment. Performing tasks not included in the job description to ensure that

the objectives of the Transmit Station is met. Special Notes: Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting and climb high installations. Member will be required to perform standby 24hrs call out duties (days, night, weekends and public holidays).

ENQUIRIES : Mr RJ Cameron Tel No: (021) 787 2480/3
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/26 : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINT: ELECTRONICIAN)**
(USAGE NO: 168-169-170) REF NO: SA NAVY 48/19/14 (X3 POSTS)

SALARY : R304 263 - R344 640 per annum (OSD)
CENTRE : Fleet Command HQ, Radio Station Goedverwacht, Durbanville
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Diagnostic ability (fault find to component level and effect repair). Knowledge of Thermionic Emission principles. Ability to read and understand circuit diagrams. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and other computer-aided applications. Leadership-, supervision-, and management competency skills required. Computer aided technical applications. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning and organizing skills. Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

DUTIES : Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractors' work

ENQUIRIES : Mr R.J. Cameron Tel No: (021) 787 2480/3
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/27 : **ARTISAN FOREMAN GRADE A (QUALITY ASSURANCE: AUTO**
ELECTRICIAN) (USAGE NO: 5908) REF NO: SA NAVY 48/19/15

SALARY : R304 263 – R344 640 per annum (OSD)
CENTRE : Naval Base Simon's Town, Dido Valley
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post-qualification experience as an Artisan. Valid driver's license. Special Requirements: Required to be qualified as an auto electrician to conduct technical inspections and quality assurance to compliance as per the PFMA. Trade test auto electrical in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organisations (Vehicle Transport Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Statutory requirements apply (Appropriate Trade Test).

DUTIES : Accept vehicle service / maintenance e package (from maintenance administrator). Physically deliver vehicles to service providers for "strip to quote (3.2)". Hand vehicles over to company (inspections and paper work). Obtain quote from company. Analyse maintenance quotations to vehicle market value, DD 1813 and irregularities. Analyse the quotation to vehicle replacement costs / vehicle market value. Report on potential quote irregularities. Recommend Beyond Economical Repairs (BER) considerations. Address any deviations / irregularities at the site. Hand final quote to Maintenance Administrator. Conduct random on-site progress inspections. Monitor outsourced vehicle maintenance / repair progress. Conduct on-site post-maintenance inspection. Formalise the finalization of the job (certificates etc). Draw moneys from Finance Office. Pay Service Provider for services provided iro Petty Cash / Government Orders. Assist in returning vehicles to Simon's Town. Conduct payment reconciliation. Complete job card information and sign off job cards. Maintain functional information system. Compile an

assessment on a company requesting addition to Pro-Quote database (infrastructure and competence).

ENQUIRIES : SWO Lt Cdr K. Tsebe Tel No: (021) 787 5711
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/28 : **ARTISAN FOREMAN GRADE A (MACHINE SHOP: SENIOR FITTER) (USAGE NO: 107) REF NO: SA NAVY 48/19/16**

SALARY : R304 263 – R344 640 per annum. (OSD)
CENTRE : Fleet Maintenance Unit: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Previous maritime experience will be of an advantage. Knowledge of Mechanical test equipment. Knowledge of diesel engines, all types of pumps, compressors and valves etc. Knowledge of safety standards. Ability to conduct technical training. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to read technical drawings. Must be medically fit and be able to work on ships and submarines. Statutory requirements apply (Appropriate Trade Test).

DUTIES : Rendering advice and guidance and in-house training to junior Artisans and apprentices. Operating of machining equipment. Interpreting job requirements from instructions, drawings, samples and templates. Adhering to all safety and quality regulations.

ENQUIRIES : SWO G.E. Vincent Tel No: (021) 787 4150
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 33/29 : **ARTISAN FOREMAN GRADE A (MACHINE SHOP: SENIOR MECHANICAL MACHINIST) (USAGE NO: 136) REF NO: SA NAVY 48/19/17**

SALARY : R304 263 – R344 640 per annum. (OSD)
CENTRE : Fleet Maintenance Unit: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Previous maritime experience will be of an advantage. Knowledge of Mechanical test equipment. Knowledge of diesel engines, all types of pumps, compressors and valves etc. Knowledge of safety standards. Ability to conduct technical training. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Communication skills (written and verbal). Ability to read technical drawings. Must be medically fit and be able to work on ships and submarines. Statutory requirements apply (Appropriate Trade Test).

DUTIES : Rendering advice and guidance and in-house training to junior Artisans and apprentices. Operating of machining equipment. Interpreting job requirements from instructions, drawings, samples and templates. Adhering to all safety and quality regulations.

ENQUIRIES : SWO G.E. Vincent Tel No: (021) 787 4150
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/30 : **ARTISAN FOREMAN GRADE A (VOICE TECH SERVICES: VOICE TECH FOREMAN) (USAGE NO: 8179) REF NO: SA NAVY 48/19/18**

SALARY : R304 263 – R344 640 per annum (OSD)
CENTRE : Naval Base Simon's Town Telephone Exchange
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Experience in telephone network installation, maintenance and repairs of telephone lines and instruments will be an advantage. Applicant must be able to use power tools and technical instruments. Applicant must have good interpersonal skills and a sound knowledge of Main Distribution Frames, Cable jointing, Digital (EG VoIP) and analogue telephone systems and good communication skills. Knowledge of Health and Safety Regulations. Ability to compile Technical reports. Knowledge of legal compliance. Ability to supervise staff. Management skills, good verbal and written communication skills, budgeting, workflow control, and team leadership. Planning and organisation skills. Knowledge of legal compliance. Statutory requirements apply (Appropriate Trade Test).

DUTIES : Execution of voice technical service provision operations, conduct voice technical support services, execute voice technical service provisions operations, monitor SAN ICT telephone network operations. Provide

Telephone Network cable reticulation services, provide telephone instrument technical services, provide fixed line (Telkom) connectivity services and provide fixed line connectivity for foreign and local vessels. Distribution account holder for the technical section. Maintain accurate cable reticulation records. Execution and control of job card system. Communicating with Contractors, performing tasks not included in the job description. Ordering and managing stores. Supervise Contractors' work.

ENQUIRIES : Lt Cdr K. S. Sikonkwane, Tel No: (021) 787 5869 / WO1 S. Ntshinga, Tel No: (021) 787 5790

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/31 : **ARTISAN FOREMAN GRADE A (ELECTRIC WORKSHOP: SENIOR ELECTRICIAN) (USAGE NO: 140) REF NO: SA NAVY 48/19/19**

SALARY : R304 263 – R344 640 per annum
CENTRE : Fleet Maintenance Unit: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post-qualification experience as an Artisan. Valid driver's license. Special Requirements: Previous maritime experience as an Artisan in the Marine Engineering environment would will be an advantage. Basic knowledge and understanding of Occupational Health and Safety regulations. Basic knowledge to operate a computer system, including knowledge of word processing. Knowledge of technical analysis, legal compliance, general and electrical safety practices. The ability to perform specific tasks such as maintenance, assemble and installations of electrical equipment complying with set standards normally associated with that done by a qualified artisan. Knowledge of interpreting technical drawings and repair/maintain. Ability to maintain the safekeeping of the stores items issued for tasks / jobs. Basic labour relations principles. The ability to perform specific tasks such as maintenance / installations complying to standards normally associated with work done by a qualified artisan. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Competency in the manufacturing of precision components. Investigative and research skills. Statutory requirements apply (Appropriate Trade Test).

DUTIES : Perform assignments in compliance with set standards. Interpret technical drawings and work dossiers. Use and order miscellaneous stores. Provide factual and technical advice. Supervise and train subordinates. Adhering to all safety and quality Regulations. Maintain a safe working environment. Application with prescripts and policy documents. Assembling, installation and maintenance of electrical equipment. Must be medically fit and be able to work on ships and submarines. The ability to motivate subordinates and maintaining discipline.

ENQUIRIES : SWO M.W. Cele, Tel No: (021) 787 4243
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/32 : **ARTISAN FOREMAN GRADE A (MAINTENANCE MANAGEMENT: AUTO ELECTRICIAN) (USAGE NO: 5971) REF NO: SA NAVY 48/19/20**

SALARY : R304 263 – R344 640 per annum (OSD)
CENTRE : Naval Base Simon's Town, Dido Valley
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post-qualification experience as an Artisan. Valid drivers license. Special Requirements: Required to be qualified as an auto electrician to conduct technical inspections and quality assurance into compliance as per the PFMA. Trade test auto electrical in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP into market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organisations (Vehicle Transport Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Statutory requirements apply (Appropriate Trade Test).

DUTIES : Accept vehicle service / maintenance e package (from maintenance administrator). Physically deliver vehicles to service providers for "strip to quote (3.2)". Hand vehicles over to company (inspections and paper work). Obtain quote from company. Analyse maintenance quotations into vehicle market

value, DD 1813 and irregularities. Analyse the quotation into vehicle replacement costs / vehicle market value. Report on potential quote irregularities. Recommend Beyond Economical Repairs (BER) considerations. Address any deviations / irregularities at the site. Hand final quote to Maintenance Administrator. Conduct random on-site progress inspections. Monitor outsourced vehicle maintenance / repair progress. Conduct on-site post-maintenance inspection. Formalise the finalization of the job (certificates etc). Draw moneys from Finance Office. Pay Service Provider for services provided iro Petty Cash / Government Orders. Assist in returning vehicles to Simon's Town. Conduct payment reconciliation. Complete job card information and sign off job cards. Maintain functional information system. Compile an assessment on a company requesting addition to Pro-Quote database (infrastructure and competence)

- ENQUIRIES APPLICATIONS** : SWO Lt Cdr K. Tsebe Tel No: (021) 787 5711
 : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
- POST 33/33** : **CHIEF ARTISAN GRADE A (ELECTRICAL WORKSHOP: IC SECTION) (USAGE NO: 206) REF NO: SA NAVY 48/19/21**
- SALARY CENTRE REQUIREMENTS** : R277 917 – R447 540 per annum (OSD)
 : Fleet Maintenance Unit: Simon's Town
 : Appropriate Trade Test Certificate. Ten years post qualification experience required as an artisan / Artisan Foreman. Valid driver's license. Special Requirements: Basic knowledge and understanding of Occupational Health and Safety regulations. Planning and organizing. Technical design and analysis knowledge. Production process and relations would be advantageous. Basic knowledge required to operate a computer system including knowledge of Word processing and spreadsheet packages. Would be advantageous. Technical design and analysis knowledge. Computer –aided technical applications. Knowledge of legal compliance, technical consulting and production processes knowledge and skills. Technical report writing. Problem solving and analysis skills. Decision making, change and financial management. Statutory Requirements Apply (Appropriate Trade Test)
- DUTIES** : allocate tasks and oversee work performance e.g. Execute his / her duties in compliance with the Code of Conduct and the Fleet Maintenance Unit Quality Assurance Manual. Ensure that staff have the resources to execute their assignment and to ensure that target dates are met. Operate complex machinery including processes such as setting and calibrating etc. Interpret technical drawings and work dossiers by ensuring that the standards set out in the relative work dossiers, drawings and repair / maintenance manuals are compiled with (especially when working on submarine equipment / systems) and obtain written authority before deviating from standards. Order and control miscellaneous stores. Provide factual, technical data and advice: Assist clients and unit staff in technical problem solving by providing advice. Supervise and train subordinates and trainees: Manage the staff's divisional work (Personnel reports, requests and statement forms, timekeeping registers, etc. Conducting interviews and compiling staff performance reports. Conduct informal on the job training to subordinates assigned to him / her. Maintain safe working environment, Work to specific torques and settings. Medically fit and be able to work on board submarines and surface ships.
- ENQUIRIES APPLICATIONS** : SWO C.R. Malematsa Tel No: (021) 787 4243
 : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
- POST 33/34** : **CHIEF ARTISAN GRADE A (MECHANICAL: SO1 MECHANICAL) (USAGE NO: 1093-1094) REF NO: SA NAVY 48/19/22 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R277 917 – R447 540 per annum (OSD)
 : Fleet Command HQ, Technical Upkeep Equipment, Simon's Town
 : Appropriate Trade Test Certificate (Mechanical). Ten year post qualification experience required as an artisan / Artisan Foreman. Valid driver's license. Special Requirements: Experience in mechanical environment is essential. Sound Knowledge of mechanical equipment repairs and testing requirements. Ability to investigate and compile statement of work or Specifications. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the mechanical environment. Ability to communicate effectively (written and verbal) in English at all levels giving clear and precise instructions. Knowledge of Public Service Act. Technical design

		and analysis knowledge, report writing and consulting. Interpreting job requirements from instructions, drawings, samples and templates. Knowledge of OH&S. Ability to supervise staff. Knowledge of PFMA and change management. Contract and Project Management. Statutory Requirements Apply (Mechanical Trade)
<u>DUTIES</u>	:	Manage, monitor and accept the repair of mechanical equipment. Creation of FA's and verification of authority documentation, Government Orders, quotations and invoices. Carry out Class Management and Mechanical equipment duties for Refits, DED's and AMP's. Performing assignments in compliance with set standards. Interpreting technical drawings and dossier. Providing factual and technical advice Supervising and training subordinates. Maintaining a safe working environment.
<u>ENQUIRIES</u>	:	Capt (SAN) T.K. Lamola Tel No: (021) 787 3224
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
<u>POST 33/35</u>	:	<u>CANDIDATE GISC TECHNICIAN (PAPER NAUTICAL CHARTS: CANDIDATE GICS TECH) (USAGE NO: 4664) REF NO: SA NAVY 48/19/23</u>
<u>SALARY</u>	:	R268 713 – R285 204 per annum (OSD)
<u>CENTRE</u>	:	SA Navy Hydrographic Office, Fleet Command HQ, Tokai
<u>REQUIREMENTS</u>	:	Diploma in GISc, Cartography or Relevant Qualification. No previous experience required. Valid Driver's License. Special Requirements: No previous experience required but exposure in the marine cartographic environment would be an advantage. Ability to communicate effectively (written and verbal) in English. Provide routine written reports. Intermediate proficiency in MS Office packages and computer applications used in a cartographic technical environment. Planning, organizing and problem solving skills in a cartographic environment. Ability to apply draughting techniques. Project management skills. Ability to perform research and to conduct investigations. Ability to interpret technical information, provide advice and training of a specialized nature. Management and supervisory skills. Required to travel nationally and internationally when necessary. Ability to obtain a military license.
<u>DUTIES</u>	:	Produce and maintain nautical charts. Statutory Requirement: Current compulsory registration with the South African Geomatics Council as a candidate GISc Technician.
<u>ENQUIRIES</u>	:	r A. van Craeynest Tel No: (021) 787 2276.
<u>APPLICATIONS</u>	:	M A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>POST 33/36</u>	:	<u>CANDIDATE ENGINEERING TECHNICIAN (ELECTRICAL: CBT VES DESIGN, SUPP VES DESIGN, SUB & LAND BASED ENG) (USAGE NO: 4685-4687-4690) REF NO: SA NAVY 48/19/24 (X3 POSTS)</u>
<u>SALARY</u>	:	R268 713 – R285 204 per annum (OSD)
<u>CENTRE</u>	:	Naval Engineering Section, Simon's Town
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. No previous experience required. Valid driver's license (Civilian Code B). Special Requirements: Knowledge of legal compliancy. Ability to write a technical report. Undertake research and development. Good problem solving and analytical skills. Computer aided engineering applications. Compliance and implementation of safety requirements in design and operation in line with general statutory and regulatory legislation. Planning and organizing skills. Customer service and responsiveness. Ability to utilise existing design standards, technical manuals, standard drawings and procedures to incorporate new technology. Ability to produce technical designs with specifications and technical drawings for evaluation and approval by the applicable authority. Undertake Research and Development to keep up with new technologies and procedures. Be able to conduct literature studies on technical engineering technology to improve expertise.
<u>DUTIES</u>	:	The Candidate Engineering Technician is to develop the competence required for registration as a Professional Engineering Technician. Consultation with relevant people when appropriate, Tasks / project / activities undertaken become larger and more complex. Compliance with legislation and ECSA Code of Conduct. Perform Administrative and related functions. Provide inputs to the technical/engineering operational plans. Develop, implement and maintain database. Render Technical Services under supervision to assist Engineers, Technologists and Associates. To render technical services and

support in engineering research, design, manufacturing, operations and maintenance. Statutory Requirement: Compulsory Registration with ECSA as a Candidate Engineering Technician.

ENQUIRIES : Capt (SAN) F.D. Van Niekerk Tel No: (021) 787 3206
APPLICATIONS : Ms A.M, Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/37 : **CANDIDATE ENGINEERING TECHNICIAN (MECHANICAL: SUB & LAND BASED ENG) (USAGE NO: 4689) REF NO: SA NAVY 48/19/25**

SALARY : R268 713 – R285 204 per annum (OSD)
CENTRE : Naval Engineering Section, Simon's Town
REQUIREMENTS : National Diploma in Engineering or relevant qualification. No previous experience required. Valid driver's license (Civilian Code B). Special Requirements: Knowledge of legal compliancy. Ability to write a technical report. Undertake research and development. Good problem solving and analytical skills. Computer aided engineering applications. Compliance and implementation of safety requirements in design and operation in line with general statutory and regulatory legislation. Planning and organizing skills. Customer service and responsiveness. Ability to utilise existing design standards, technical manuals, standard drawings and procedures to incorporate new technology. Ability to produce technical designs with specifications and technical drawings for evaluation and approval by the applicable authority. Undertake Research and Development to keep up with new technologies and procedures. Be able to conduct literature studies on technical engineering technology to improve expertise.

DUTIES : The Candidate Engineering Technician is to develop the competence required for registration as a S Professional Engineering Technician. Consultation with relevant people when appropriate, Tasks / project / activities undertaken become larger and more complex. Compliance with legislation and ECSA Code of Conduct. Perform Administrative and related functions. Provide inputs to the technical/engineering operational plans. Develop, implement and maintain database. Render Technical Services under supervision to assist Engineers, Technologists and Associates. To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Statutory Requirement: Compulsory Registration with ECSA as a Candidate Engineering Technician.

ENQUIRIES : Capt (SAN) F.D. Van Niekerk, Tel No: (021) 787 3206
APPLICATIONS : Ms A.M, Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/38 : **PERSONNEL PRACTITIONER SUPERVISORY (CAREER MANAGEMENT CIVILIAN: SO3 CAREER MAN) (USAGE NO: 3317) REF NO: SA NAVY 48/19/28**

SALARY : R257 508 per annum (Level 07)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : NQF Level 6 (Appropriate Degree/Diploma in Human Resources Management or equivalent.) Minimum of 3 years' experience in Human Resource Management preferred. Exposure to Personnel Management. A Valid Driver's License. Special Requirements: Knowledge of HR practices and labour legislations. Knowledge of Public Service Regulatory Framework. Knowledge of Persol Mainframe System. Be Computer literate in MS Office Suite (Word, Excel, Access, and PowerPoint). Knowledge of Recruitment and selection processes and Interviewing Skills. Verbal and written communication skills. Knowledge of Occupational Specific Dispensation (OSD) in terms of the progressions/promotions will be advantageous. Exposure in Personnel Management of PSAP Grievances. Willingness to train the Interns. Assist in development of HR policies and practices in the section. Assist with budget compilation and control. Ability to obtain a Military driver's license. Successful candidate will be required to travel locally and nation-wide.

DUTIES : Contribute towards Maintaining of HR Plan. Ensure Staffing of Public Service Act Personnel posts in the Fleet. Ensure Succession Plan. Co-ordinate administrative issues.

ENQUIRIES : Ms A.M. Kau Tsoanyane Tel No: (021) 787 5113/5214
APPLICATIONS : Ms A.M. Kau Tsoanyane, SA Navy, Private X1, Simon's Town, 7995.

POST 33/39 : **QUALITY CONTROLLER (CODIFICATION MECHANICAL: CODIFIER)**
(USAGE NO: 4275) REF NO: SA NAVY 48/19/29

SALARY : R257 508 per annum (Level 07)
CENTRE : SA Navy: Fleet Command HQ, Simons Town
REQUIREMENTS : Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) (or equivalent). Trade Test to be in a mechanical / constructive environment. Special requirements: Knowledge and experience within Naval marine environment will be advantageous. Knowledge and the application of the National Codification System. Knowledge and ability to provide a material and Item Identification capability service. Ability to determine the detail of technical requirements of items of supply. Ability to communicate verbally with clients. Ability to write reports. Ability to operate a computer. Good Interpersonal and planning skills. Knowledge of health and safety regulations as well as Public service policies. Statutory requirement apply (Valid Trade Test). Valid driver's license and ability to obtain a Military driver's license (code 8)

DUTIES : Conduct Item Identification. Responsible and accountable for compiling technical procurement descriptions. Provide a screening capability service on NCS to verify requests and check for equivalents and level of codification in the SA Navy inventory. Provide specialist technical advice on the application of equipment and materials to clients. Conduct item codification. Responsible in ensuring all tasks are completed within framework of laid down policies and procedures. Willingness to train subordinates/Interns.

ENQUIRIES : Mr S.J. Munro Tel No: (021) 787 4350
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/40 : **REGISTRY CLERK SUPERVISOR (NBS REGISTRY: CHIEF REGISTRY CLERK) (USAGE NO: 8103) REF NO: SA NAVY 48/19/30**

SALARY : R257 508 per annum (Level 07)
CENTRE : Naval Base Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) 3-5 years' experience required. Special Requirements: Appropriate experience in Record/Registry Management. Knowledge of Registry procedures. Knowledge of effective Archiving Services. Proficiency in SDS service. Advanced ability to communicate effectively (written and verbally) in English at all levels. Conduct policy interpretation, problem solving and decision making, leadership, supervision and management skills. Strong interpersonal skills. Knowledge of related legislative frame work. Planning and organising skills. Computer skills. Interpersonal relation.

DUTIES : supervise and provide registry services. Provision of an efficient Registry Service. Provision of efficient and effective archiving. Provision of accurate budgetary information of Record Managed. Provision of an effective postal service. Supervise the operation of office machines in relation to the registry function. Supervise human resources/staff.

ENQUIRIES : Ms G. Esau Tel No: (021) 787 4478
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/41 : **PERSONNEL OFFICER: SUPERVISOR (USAGE: 39) REF NO: D HR CM 18/19/01**

SALARY : R257 508 per annum (Level 07)
CENTRE : D HR CM, Western Cape Office, Simon's Town
REQUIREMENTS : NQF 4 (Grade 12 or equivalent). 3 years' experience in Human Resource Management. Relevant National Diploma/Degree or equivalent qualification will be an advantage. Special Requirement (skills needed): Knowledge and experience in PSAP personnel practice systems. Knowledge of PSAP Personnel Administration. Knowledge and insight iro HR Legislation pertaining to PSAP. Knowledge of Persol system. Knowledge of Human Resource prescripts. Good interpersonal skills. Ability to consult and facilitate groups of people. Ability to consult and facilitate groups of people. Ability to communicate verbally and in writing. Presentation and facilitation skills. Supervisory skills. Computer literacy in MS office (Word, Excel, PowerPoint and Access). A valid driver's licence would be an advantage. Successful applicant must be willing to travel within the Western Cape region.

- DUTIES** : Assist with presenting personnel utilization capacity and performance management interventions. Provide an advisory and consultancy service to Western Cape clients. Provide a salary and personnel Practice's support service to Western Cape clients. Provide support related to PSAP staffing act. Supervise personnel. Research, create and implement personnel practices interventions.
- ENQUIRIES APPLICATIONS** : Ms L.S. Jansen Tel No: (021) 787 3571
: Department of Defence, Director Human Resource Career Management (Western Cape Office), Private Bag X1, Simons Town, 7995.
- POST 33/42** : **CHIEF AUXILIARY SERVICES OFFICER (TIDAL INFO: TIDAL ASSISTANT) (USAGE NO: 4615) REF NO: SA NAVY 48/19/31**
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06)
: SA Navy Hydrographic Office, Fleet Command HQ, Tokai
: NQF Level 4 (Grade 12) with Maths and Geography. Special Requirements: Minimum of 6 years administrative experience would be advantageous. Ability to operate basic office equipment. Knowledge of tides and geospatial data; tide theory, principles, standards and applications. Code 8 driver's license with the ability to obtain a military license. Computer literate. Ability to interpret functional requirements and instructions. Technical abilities and knowledge of ARCGIS would be advantageous. Weekend and public holiday work may be required. Good communication skills (Verbally and Written) Plan and organize skills. Interpersonal skills.
- DUTIES** : Supply admin support to the Tidal Department. Process information requests and maintain relevant registers. Verbal and written communication with external stakeholders and clients. Maintain the Tide Archives. Assisting with installation, maintenance and repair of Tide Gauges in the National Tide Gauge network. Travel nationally as required. Extract recorded tide data. Assist with the compilation of the annual Tide Tables publication.
- ENQUIRIES APPLICATIONS** : Ms R.E. Farre Tel No: (021) 787 2403
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
- POST 33/43** : **ARTISAN PRODUCTION GRADE A (TYPE AND MAKE UP: TYPESETTER) (USAGE NO: 275-276) REF NO: SA NAVY 48/19/26 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R190 653 – R211 596 (OSD)
: SAN Publications Unit, Simon's Town
: Appropriate Trade Certificate. Valid driver's license. Special Requirements: Typesetter / Prepress in the Printing Industry experience would be an advantage. Computer Literacy Skills: Ability to take work from concept through to repro. Knowledge of commercialised printing and printing processes. Advanced typing skills. Ability to communicate (written and verbal) in English at all levels and compile documentation. Creativity (planning, organizing and problem solving skills). Knowledge of computer to plate is essential. Knowledge of typesetting. Knowledge of design and layout. Knowledge of all types of commercial printing programmes used for designing and typesetting will be advantageous. Knowledge of safety standards. Knowledge of Scanning. Ability to read technical drawings. Knowledge of legal compliance. Technical analysis knowledge. Statutory requirements apply (Appropriate Trade Test) Must be medically fit and be able to work long hours standing in printing factory. Ability to obtain military driver's license.
- DUTIES** : Typeset original manuscript for proof-reading. Typeset author's changes or corrections. Design and layout of manuscript.ds. Make-Up and screen typeset matter to printing in accordance with the customer requirements. Scan necessary documents. Adhering to all safety and quality regulations. Ability and willingness to conduct technical training to learners.
- ENQUIRIES APPLICATIONS** : WO1 Y.R. Nongauza Tel No: (021) 787 4134
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
- POST 33/44** : **ARTISAN (PRODUCTION) GRADE A (VOICE TECH SERVICES: VOICE TECH ARTISAN) (USAGE 8090 8091) (X2 POSTS)**
- SALARY CENTRE** : R190 653 – R211 596 per annum (OSD)
: Naval Base Simons Town Telephone Exchange

REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's licence Special Requirements: Previous experience in the installation and maintenance of digital and analogue telephone networks would be an advantage. Basic knowledge of Health and Safety. Knowledge of basic hand tools and equipment. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Problem solving skills. Knowledge of VoIP technology will be an advantage. Statutory requirements apply (Appropriate Trade Test)

DUTIES : Execute Voice Technical Service provision operations. Conduct Voice Tech Support Services. Maintain equipment and facilities according to schedule. Keep and maintain job records on the register. Maintain and adhere to agreed developmental plan/requirement.

ENQUIRIES : Lt Cdr K.S. Sikonkwane, Tel No: (021) 787 5869 or WO1 S. Ntshinga 021 787 5790

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simons Town 7995

POST 33/45 : **ADMINISTRATION CLERK (PRODUCTION) CONFIGURATION ADMIN: ADMIN CLERK) (USAGE NO: 556-557) REF NO: SA NAVY 48/19/32 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Naval Engineering Section, Simon's Town
: NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No experience required. Knowledge of configuration processes will be an advantage. Intermediate proficiency in MS Office packages. Accurate data capturing skills. Good communication skills (verbal and written) in English at all levels. Knowledge of general office administration, security regulations and reporting procedures. Telephone etiquette. Good interpersonal relations skills and ability to work under pressure in a team. Computer skills. Plan and organize. Interpersonal relations.

DUTIES : Provide a configuration administration service. Perform configuration auditing. Control and distribute documents. Perform configuration control. Manage technical documentation.

ENQUIRIES APPLICATIONS : Mr A. Manuel Tel No: (021) 787 3722
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town. 7995.

POST 33/46 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) (CHART DEPOT: CHART DEPOT STOREKEEPER) (USAGE NO: 4617) REF NO: SA NAVY 48/19/33**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: SA Navy Hydrographic Office, Fleet Command HQ, Tokai
: NQF Level 4 (Grade 12 / Standard 10) No experience required. Special Requirements: Ability to plan and prepare daily work schedule and work with minimal supervision. Good verbal and written English communication skills. Competent usage of MS Office Suite and the OSIS accounting system will be advantageous. Plan and organize. Knowledge of Public service procedures/regulations. Interpersonal relations.

DUTIES : Issue charts and various other products to the Navy, national and international clients. Maintain an accounting system of receipts and issues. Maintain records of all transactions, i. e. stock reports, delivery reports and payments. Distribute Notices to Mariners, Nautical Charts and Publications. Assist with the temporary issuing of Nautical Charts for amendment. Be responsible for the safe storage of Nautical Charts and Publications. Maintain strict control over stock. Conduct monthly stock taking. Distribute Tide Tables. Assist with the management of temporary distribution of BA Nautical Charts. Assist with the temporary issuing of BA Nautical Charts for amendment. Ensure all tasks are completed within framework of laid down policies and procedures.

ENQUIRIES APPLICATIONS : CDR C. Theunissen Tel No: (012) 787 2445
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/47 : **PROVISIONING ADMIN CLERK (PRODUCTION) (ACCOUNTING: PROV ADMIN CLERK) (USAGE NO: 6036) REF NO: SA NAVY 48/19/34**

SALARY CENTRE : R173 703 per annum (Level 05)
: Naval Base Simon's Town (Detail Clothing Store)

REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) No experience required Special Requirements: Knowledge of stores environment will be advantageous. Good communication skills (verbal / written) in English. Excellent interpersonal and organizational capabilities. Computer literate, proficient in MS Office packages will be advantageous. Have excellent problem solving skills. Plan and organize. Ability to perform routine tasks.

DUTIES : File all accounting documents in numerical order in green packs. File different accounting documents in various green packs. Assist in-coming clients at the helpdesk. Safekeeping of all accounting documents. Complete Log Journal annually. Assist with general cleaning. Comply with Occupational health and safety Act. Ability to obtain a military driver's license.

ENQUIRIES APPLICATIONS : WO1 C. Ontong Tel No: (021) 787 3228
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/48 : **SENIOR SECRETARY GRADE II (COMMAND DIVISION: SECRETARY) USAGE NO: 764) REF NO: SA NAVY 48/19/35**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: SA Naval College, Gordon's Bay
: NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently Knowledge of computer packages (Ms Word, Excel and Power Point) Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning Organising and Problem solving skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Render secretarial functions that include keeping and updating Manager's diary on daily basis.as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/ meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide a reception, communication and co-ordination service. Provide an office security service.

ENQUIRIES APPLICATIONS : WO2 J.T. Hopley Tel No: (021) 856 9508
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/49 : **SENIOR SECRETARY GRADE II (COMMAND DIVISION: SECRETARY) (USAGE NO: 3376) REF NO: SA NAVY 48/19/36**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Naval Base Simon's Town
: NQF Level 4 (Grade 12/Standard 10) Special Requirements: No previous experience required. Knowledge of Secretarial/PA functions. Knowledge of general office administration and ability to operate and organise office efficiently Knowledge of computer packages (Ms Word, Excel and Power Point) Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, Organizing and Problem Solving Skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis.as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/ meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide a reception, communication and co-ordination service. Provide an office security service.

ENQUIRIES APPLICATIONS : Capt M. Sayed Tel No: (021) 787 3374
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/50 : **REGISTRY CLERK (PRODUCTION) (REGISTRY: REGISTRY CLERK) (USAGE NO: 2770) REF NO: SA NAVY 48/19/37**

SALARY : R173 703 per annum (Level 05)
CENTRE : SAS Wingfield, Goodwood
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in registry filing and procedures will be an advantage. Computer Literacy, Proficiency in MS Office Packages. Planning and Organizational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills (written and verbal) in English at all levels. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as a part of a team. Good office practice. Candidates will be subjected to a competency assessment. A valid driver's license and the ability to obtain a military driver' license will be an advantage.

DUTIES : Perform a variety of administration duties, such as opening of mail and distribution of files, maintenance of various registers in accordance with the file plan. Receive, file, dispatch and distribute outgoing restricted and confidential correspondence. Manage the following office equipment, fax machines, franking machine and photocopy machines.

ENQUIRIES : Lt Cdr D. Haynes / WO1 J.M. Madimabe Tel No: (021) 590 2638 / 2775
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/51 : **PERSONNEL OFFICIAL PRODUCTION (MC, MED ADMIN, MED AWARDS: MEDICAL ADMIN CLERK) (USAGE NO: 7827) REF NO: SA NAVY 48/19/38**

SALARY : R173 703 per annum. (Level 05)
CENTRE : Naval Base Simon's Town: Human Resource Support Satellite.
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10). No experience required. Special Requirements: Appropriate Knowledge in the Human Resources (HR) environment would be an advantage. Knowledge of Public Service / SANDF HR, administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office packages will be advantageous, particularly MS Excel and MS Word. Applicants will be required to communicate effectively in English at all levels (written & verbal). Analytical thinking, policy interpretation, problem-solving and decision making skills.

DUTIES : Administer the inclusion of adopted children, stepchildren, temporary / permanently unfit children, children 18 years and older, life partnerships, multiple spouses etc. Administration of the change of dependents. Registration of marriages. The registration of divorces and changes in marital status. Administration of DAP and PSAP Occupational Diseases. DAP and PSAP injuries on duty. Administration of the Group Life Insurance Scheme. Re-imbursment of DNA Testing. Re-imbursment of medical accounts.

ENQUIRIES : WO 2 S.R. Lalgith Tel No: (012) 822-4173
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/52 : **REGISTRY CLERK (PRODUCTION) (PERSONNEL FILE REGISTRY: REGISTRY CLERK) (USAGE NO: 2217-2219) REF NO: SA NAVY 48/19/39 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in registry filing and procedures will be an advantage. Planning and organisational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Working knowledge and understanding of legislative framework. Knowledge of storage and retrieval procedures into the working environment.

DUTIES : Provide registry counter service. Process documents for archiving and disposal. Operate office machinery in relation to the registry function. Render effective filing and record management service. Handle incoming and outgoing correspondence.

ENQUIRIES : WO1 A.J. Engelbrecht Tel No: (012) 787 5105
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/53 : **ADMINISTRATION CLERK (PRODUCTION) (NAVY NEWS: ADMIN CLERK)**
(USAGE NO: 4940) REF NO: SA NAVY 48/19/40

SALARY : R173 703 per annum (Level 05)
CENTRE : Naval Base Simon's Town (Navy News)
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required. Exposure to administration in a media environment will be an advantage. Knowledge of relevant Public Service Regulations. Proficiency in MS Office packages, particularly Excel and Access, will be an advantage. Ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, stakeholder relationship management, problem-solving and decision-making skills. Strong interpersonal skills and customer care. Teamwork and flexibility. Planning and organisational skills.

DUTIES : Maintenance of address data base. Printing labels for regular and ad hoc distribution. Arrange for/assist with collection of magazines from Press for packaging. Labelling envelopes and packaging of magazines in labelled envelopes. Handling of distribution (i.e. overseas/PRO databases/private subscribers). Arrange for magazines and printed address sheets to be delivered to mailing house or distributed internally. Preparation of written material. Carry out other general admin tasks.

ENQUIRIES : Lt Cdr L.A. Sibande Tel No: (021) 787 4812
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 33/54 : **SENIOR OPERATOR (CAREER MANAGEMENT CIVILIAN: OPERATOR)**
(USAGE NO: 3392) REF NO: SA NAVY 48/19/41

SALARY : R122 595 per annum (Level 03)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : A minimum of grade 10 or ABET Level 1 – 4. Special Requirements: Ability to operate Photo copy Machinery. Knowledge of health and safety. Basic Computer skills. Ability to communicate (written and verbally). Ability to complete a register regularly as required.

DUTIES : Photocopy documents/training material. Ensuring photocopying equipment maintained in a serviceable condition. Clean and maintain work area. Dispose of unwanted and unused photocopy material. Provide an office security service.

ENQUIRIES : Ms A.M. Kau-Tsoanyane Tel No: (021) 787 5214
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 33/55 : **FOOD SERVICES AID II (COMBINED GALLEY: FOOD SERVICES AID)**
(USAGE NO: 7158) REF NO: SA NAVY 48/19/42

SALARY : R102 534 per annum (Level 02)
CENTRE : SAS Saldanha (Naval Base Smst)
REQUIREMENTS : NQF Level 1 (ABET / AET L1-L4) Special Requirements: Ability to communicate effectively (written and verbally) in English. Basic knowledge of health and safety. Physical strength and fitness. Knowledge of food preparations and serving. Ability to perform routine tasks. Ability to operate kitchen equipment / machinery. Interpersonal skills. Successful candidate must be prepared to work shifts including weekends when required.

DUTIES : Prepare and serve of food and light refreshments. Make of salads and assist in the preparation of snacks and sweets (desserts). Packing of supplies received in food storage areas. Clear designated areas to ensure high standard of hygiene. Wash of cutlery and crockery. Perform tasks of a routine nature. Act as a team leader.

ENQUIRIES : S Lt S. Dhlabo / WO1 A. O'Conner Tel No: (022) 702 3605 / 3994
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 01 October 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 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver's license where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

- POST 33/56** : **BUSINESS ANALYST REF NO: HR 4/19/09/11HO**
Chief Directorate: ICT
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All inclusive)
: Head Office
: Three (3) year tertiary qualification in Information Communication Technology. Certified Tester foundation level certification. Five (5) years' experience in ICT environment with System Testing Methodologies and System delivery cycle. Knowledge: Public Financial Management Act, Prescribed technical standards and procedures, HR policy, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Project Management Principles, Database design. Skills: Analytical thinking, Competent to work at the highest technical level of most phases of systems analysis, Excellent verbal and written communication, Coaching, Mentoring and training, Team player, Problem solving, Ability to work under tight deadlines and handle multiple assignments, Ability to influence at all levels of the organization, Sound knowledge of Service Orientated Architecture, Negotiation.
- DUTIES** : Elicit and analyse business, system and data requirements to compile documentation for business solutions. Consolidate, verify and facilitate the approval of business and system requirements. Participate and provide inputs during solution delivery life cycle. Identify training and development requirements of end users. Assess and resolve or reassign incident and problem management support of existing applications.
- ENQUIRIES** : Mr. E Nowosiad Tel No: (012) 309 4990

- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- POST 33/57** : **ASSISTANT DIRECTOR: COID REF NO: HR 4/4/6/95**
Re-advertisement, applicants who previously applied must-reapply
- SALARY** : R470 040 per annum
- CENTRE** : Labour Centre: Modimolle
- REQUIREMENTS** : Three (3) year tertiary qualification in Public Management / Business Management / Operations Management / Nursing Diploma / Human Resource Management with Two (2) years supervisory experience in a disability claims and or medical insurance processing environment and Two (2) years functional experience in in a disability claims and or medical insurance processing environment. Knowledge: Public Service Act, Basic Conditions of Employment Act, Employment Equity, Public Service Regulation V Compensation Fund business strategies and goals, Public Finance Management Act and Treasury Regulations, Guidelines on application of COID (for government departments), Customer Service (Batho Pele Principles), Risk Management. Skills: Leadership, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, People Management and Empowerment (including developing others), Communication (verbal and written), Computer literacy.
- DUTIES** : Facilitate the processing of Compensation aims benefits within Compensation of Occupational Injuries and Disease processing office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
- ENQUIRIES** : Mr. GC Morebodi Tel No: (015) 290 1768
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- POST 33/58** : **ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/1/403**
- SALARY** : R470 040 per annum
- CENTER** : Labour Centre: Port Elizabeth
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Law/ 4 year Law Qualification/ Public Management/Administration/ Labour Relations/ Human Resources Management/ Mechatronic Engineering/ Electrical Engineering/ Chemical Engineering/ Chemistry/ Construction/ Life Sciences qualification majoring in any of the following: Biology; Microbiology; Biomedical Sciences; Biotechnology; Biochemistry. Two (2) years supervisory experience. Two (2) years functional experience in inspections enforcement services. A valid driver's license. Knowledge: Skills Development Act, Labour Relation Act, Public Service Regulations, Basic Condition of Employment Act, Departmental policies and procedures, COIDA, Employer Service Act, Occupational Service Act, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Planning and organizing, Communication, Computer literacy, Problem solving, Interview listening and observation, Analytical, Innovative, Facilitation, Conflict handling, Negotiations, Interpersonal, Presentation.
- DUTIES** : Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour legislations as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection.
- ENQUIRIES** : Ms. A Bezuidenhout Tel No: (041) 501 5000

APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Management, East London.

POST 33/59 : **ASSISTANT DIRECTOR: MEDIA PRODUCTION (DESIGN STUDIOS) REF NO: HR 4/19/09/12HO**

SALARY : R376 596 per annum
CENTRE : Directorate: Communications Head Office
REQUIREMENTS : Three (3) year tertiary in Media Studies / Communication Science/ Graphic Design. Four (4) years functional experience in graphic design with a verifiable portfolio/ management studio environment of which three(3) years must be at the Senior Graphic Designer Level. Knowledge: Apple Mac platforms including the software package AdobeCS6: Photoshop, Illustrator, InDesign, Dreamweaver and QuarkXPress, PC platforms and all Microsoft Office software, Design principles, Photography and photographic equipment, Printing processes and requirements, Html and CSS, Strategic Management, Financial Management, Labour legislation and labour market, The Government Communication and Information Systems, Government Communication strategies and policies, Public Access to Information Act, Public Finance Management Act, Public Service Regulations, Public Service Act, Public Service Code of Conduct, All Labour Legislations, Departmental policies and procedures, Minimum Information Security Standards, Batho Pele principles. Skills: Planning and organising, Leadership, Verbal and written communication, Interpersonal relations, Photograph, Computer literacy, Project management, Listening and observations, Crisis Management, Assertiveness, Ability to work under pressure.

DUTIES : Manage systems to ensure efficient and effective production of publicity materials. Give creative direction and work from client supplied briefs to generate innovative design solutions for client. Do the layout and design of publicity material and Photocopy. Coordinate the production processes of all publicity material. Manage outputs, resources and staff in the Design Studio and ensure that outputs meet the required standards and ensure that all processes take place within an integrated service support delivery approach.

ENQUIRIES : Ms. J De Wet Tel No: (012) 309 4635
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 33/60 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT NO: HR 4/19/09/13HO**

SALARY : R376 596 per annum
CENTRE : Directorate: Management Advisory Services, Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Human Resources Management/Management Services/ Industrial Engineering/Operations/Production Management/ Industrial Psychology. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services of which 3 years must be in an Officer/ Senior Officer Level. Knowledge: Basic understanding of policies, Public service regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizing and planning, Facilitation, Project Management Computer literacy, Good communication (verbal and written), People Management, Listening, Interviewing, Research, Analytical, Good interpretation relation, Innovative.

DUTIES : Develop and conduct change management processes intervention and organizational client survey in the Department. Facilitate and coordinate the development Business Processes Improvement. Coordinate, facilitate and monitor development of job profile in the Department of Labour. Conduct organizational development investigations. Manage and conduct job evaluation processes in the Department. Manage all resources of the Directorate.

ENQUIRIES : Ms. A Mcoso Tel No: (012) 309 4436

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria,
0001 or hand deliver at 215 Francis Baard Street.

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

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 27 September 2019
- NOTE** : Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill/not to fill the vacant post. Although these are freelance positions, the successful candidates must be available on request and willing to work irregular hours, on weekends and on public holidays, when required. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

- POST 33/61** : **DEPUTY DIRECTOR: SYSTEMS DEVELOPER REF 3/1/5-19/47**
(12 Months Contract)
Directorate: Information Management Systems
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Computer Science or Information Technology or an equivalent qualification as recognized by SAQA. Four (4) years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Specialized skills needed are Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts and experience in SQL server for database design and SQL query design, Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL Server 2012 Reporting Services, Systems Analysis, documentation and problem solving skills. Good logical and analytical thinking Ability to work independently, under pressure and in a team, time management and pro-activeness, fair understanding of project management. Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills.

DUTIES : The candidate will be responsible to perform systems analysis, design and development based on user requirements. Develop Business Intelligent dashboards and reports for various systems. Work closely with the Director: Information Management Systems and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within GCIS.

ENQUIRIES : Ms XH Cathy Chen Tel No: (012) 473 0043

POST 33/62 : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 3/1/5-19/48**
Directorate: Training and Development

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF level 6) or Degree (NQF level 7) in Communication, Training and Development, Administration or related qualification. A postgraduate qualification in either field will be an added advantage. Experience: Three (3) years relevant Training experience and one (1) year should be experience in salary level (7) or (8). Skills: financial management, service delivery innovation, communication (written & verbal) skills, problem solving and analysis, stakeholder engagement and customer service. Job knowledge: Training coordination, Coordination of communication training programmes, Understanding of Government Communications stakeholder base, key areas for training of communicators and political principals, demonstrated in-depth knowledge of the communication system and relationship to communication training. Competencies: Capability, Administrative and coordination roles, understanding of government communication training processes. Valid drivers is a prerequisite.

DUTIES : Provide an overall administrative support to the Communication Training and Development Directorate. Engage and coordinate the participation of government communicators in already established courses provided by accredited learning institutions. Assist to monitor the implementation of developed training programmes offered to government communicators and political principals. Work with departments to identify new communicators within the system and conduct induction sessions for them. Assist to evaluate the effectiveness of training and development programme being rolled out and write reports. Produce monthly and quarterly communication training and development reports. Interact with various training institutions and stakeholders who are able to provide training programmes for government messengers. Play a crucial role in the coordination and development of communication content. Coordinate and produce training and development certificates for programme attendees. Play a role in the development and implementation of communication training schedule and strategy. Coordinate internal stakeholders for the facilitation of training programmes. Identify and build a database of various service providers who can assist in training government communicators. Facilitate and conduct communications training workshops. Prepare and monitor training and development budgets

ENQUIRIES : Mr T Ramotse Tel No: (012) 473 0204

POST 33/63 : **RADIO PRODUCER REF NO: 3/1/5 – 19/49**
Directorate: Media Production
This is a re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Radio Production or equivalent related qualification. The candidate must have at least three years' experience in radio production, of which one year should be experience at salary level 7 or 8/ Supervisory level. Think creatively, work under pressure & meet deadlines, work independently as well as part of a team candidates must be in possession of a valid driver's license. Good radio presenter skills will be an added advantage. Job Knowledge: Candidates must have detailed knowledge of radio production, both from a technical aspect and from a content perspective.

- DUTIES** : The successful candidate will be required to initiate, plan, write and produce radio adverts for GCIS and Government. Prepare and conduct live radio shows. Facilitate the live transmission of government events. Write and produce radio news bulletins. Engage with radio stations and GCIS clients. Complete all administrative work with regard to radio production. Provide support to the Deputy Director in the management of the unit. Supervise any junior staff within the radio section. Assist with training of students on internship. The incumbent will be expected to work after hours and travel extensively.
- ENQUIRIES** : Mr L Klaas Tel No: (012) 473 0149

GRADUATE INTERNSHIP PROGRAMME

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2019/2020 financial year. The Graduate Internship Programmes meant to provide work exposure to nine (9) graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an Internship Programme previously. Placement in the organisation after the Internship Programme is not guaranteed. Preference will be given to the following designated groups: People with Disabilities, Coloureds, Indians and Whites.

OTHER POSTS

- POST 33/64** : **SPORT AND RECREATION REF NO: 3/1/5-19/50**
Directorate: Human Resource Development
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Sports/ Recreation Management or equivalent related qualification, as recognized by SAQA. The candidate should have understanding of different sport and recreational activities related areas: movement development, provide recreation leisure activities, sport and recreation marketing, provide first aid, provide advice on lifestyle nutrition, and provide physical activity classes and wellness. Required are Computer literacy, Communication skills (verbal and written), ability to work independently and within a team, ability to provide Fitness Instructor classes and ability to work under pressure to meet deadlines.
- ENQUIRIES** : Ms Bebusangani Spaumer Tel No: (012) 473 0184
- POST 33/65** : **INTERNAL COMMUNICATION REF NO: 3/1/5-19/51**
Directorate: Internal Communication
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent related qualification, as recognized by SAQA. Skills: Computer literacy including Microsoft writing, presentation, internet searches, use of databases and electronic dissemination of products. Applicants are required to possess communication and basic computer skills. Skills and Knowledge: Basic understanding of planning, monitoring and research tools. Applicants are required to possess problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines. Good verbal and written communication skills and basic computer skills.
- ENQUIRIES** : Mr P Kgomo Tel No: (012) 473 0233
- POST 33/66** : **INFORMATION TECHNOLOGY REF NO: 3/1/5-19/52 (X2 POSTS)**
Directorate: Information Technology
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Information Technology or equivalent related qualification as recognized by SAQA, and an A+ and or MCSE will be an advantage. Some relevant IT

experience which should be hands on experience in computer and peripheral support in a Microsoft Windows environment is desirable. A basic understanding of local area network configuration and setup. Knowledge of Apple Mac technologies will be an added advantage. The person is also expected to have good interpersonal skills, work well within a team and independently and have good problem solving, communications and troubleshooting skills. The successful candidate will provide general IT support, hardware and software, for all desktops, network equipment in GCIS. Setup and configure computers and printers on the network. Provide audio visual support for presentations and video conferencing in the auditorium, media room and boardrooms. Assist with the installation, testing and maintaining computer hardware and software. Work with the Helpdesk in providing IT support to all users in GCIS and maintain service levels for IT support calls.

- ENQUIRIES** : Mr N Kunene Tel No: (012) 473 0227
- POST 33/67** : **MEDIA MONITORING REF NO: 3/1/5-19/53**
Chief Directorate: Policy and Research
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent related qualification as recognized by SAQA. Computer skills including Microsoft writing, presentation, internet searches, use of spreadsheets, databases and electronic dissemination of products.
- DUTIES** : The successful candidate will be required to monitor and analyse the communications environment for media coverage of government's priorities; major government programmes such as the fight against gender-based violence and corruption; special events like the State of the Nation Address; assist with gathering, capturing and analysing data for monitoring and evaluation purposes; assisting with administrative functions.
- ENQUIRIES** : Ms S van der Westhuizen Tel No: (012) 473 0294 / Ms A Language – Tel. No: (012) 473 0018
- POST 33/68** : **JOURNALIST/WRITER REF NO: 3/1/5-19/54**
Directorate: Content Development
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Communication Science, Journalism, Media Studies or English, or equivalent related qualification as recognized by SAQA. Computer literacy; Writing, editing and proofreading skills; Research skills; Good interpersonal and intercultural skills; Ability to work under pressure and meet tight deadlines.
- ENQUIRIES** : Mr E Tibane Tel No: (012) 473 0069
- POST 33/69** : **TRANSLATOR REF NO: 3/1/5-19/55**
Directorate: Content Development
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Translation, Linguistics or Language Practice, or equivalent related qualification as recognized by SAQA. Computer literacy; Must have excellent command of the English language and mother tongue; Good interpersonal and intercultural skills; Ability to work under pressure and meet tight deadlines.
- ENQUIRIES** : Mr E Tibane Tel No: (012) 473 0069
- POST 33/70** : **REPORTER REF NO: 3/1/5-19/56**
Directorate: News Service
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Journalism or Communication Studies or equivalent related qualification as recognized by SAQA. The candidate should have an understanding of the following: Government policies and programmes; current affairs; writing of news articles; interviewing skills; social media knowledge. Skills required are Computer literacy, Communication (verbal and written), writing of news articles, interviewing, social media, the ability to process complex information, ability to work independently and within a team and ability to work under pressure to meet deadlines. The successful candidate will be required to research and write government news and feature articles for the Government's news agency www.SAnews.gov.za; attend government news briefings and events where applicable; post on social media platforms in the form of live tweets, videos and photographs.

ENQUIRIES : Ms Nomonde Radu Tel No: (012)-473 0213

POST 33/71 : **JUSTICE, CRIME PREVENTION AND SECURITY (JCPS) CLUSTER AND ECONOMIC SECTORS, INVESTMENT, EMPLOYMENT AND INFRASTRUCTURE DEVELOPMENT (ESIEID) CLUSTER REF NO: 3/1/5-19/57 (X2 POSTS)**
Directorate: Cluster Support
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) Communications, Public Relations, Communication Science, Political Science or Journalism or equivalent related qualification as recognized by SAQA. Graphic design skills will be an added advantage. Knowledge of Government communications system. Goal driven orientation with solid process improvement skills. Strong prioritisation skills and ability to meet deadlines. Excellent written and verbal communication skills. Good interpersonal and presentation skills, including ability to interface at different levels. Ability to keep ahead of all key developments / current affairs within Government and outside. Ability to display teamwork, integrity, leadership and innovative thinking. Good understanding of Government policies and priorities. Understanding of strategic communications, project management, stakeholder management, coordination, liaison and ability to work independently and under pressure. Understanding of the South African media landscape and operations. Willingness to work extra hours including weekends and public holidays. Computer literate. Good understand of digital (online) communication. The incumbent must also display willingness to learn. The successful candidate will be expected to support the development of communication strategies for Clusters, campaigns / projects and departments. Support GCIS communication coordination structures (e.g. Communication clusters, Communication Task Teams, Ministerial liaison officer's forum and pre-cabinet meetings). Develop key messages, fact sheets and other content development tasks. Participate in content hub and operations rooms. Support and improve the functionality of cluster communication forums. Communication with stakeholders at different levels to ensure cluster functionality. Draft weekly/monthly/quarterly reports for the Cluster. Assist with project coordination and calendar of strategic activities for the Cluster. Support the continuous auditing of the communications structures within the system. Monitor the implementation of the cluster communications programmes. Preparedness to perform other duties outside the given job description when required from time to time.

ENQUIRIES : Mr J Pila for ESIEID Tel No: (012) 473 0393 / Ms T Dlomo for JCPS Tel (012) 473 0178

NOTE : The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime and travel as and when required.

POST 33/72 : **COMMUNICATION TRAINING AND DEVELOPMENT REF NO: 3/1/5-19/58**
Directorate: Communication Training and Development
(24 months-contract)

STIPEND : R6747.75 per month
CENTRE : Pretoria

- REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Communications, Public Relations, Public Administration, Journalism or Project Management, as recognized by SAQA. Skills: Good interpersonal, communication (written and verbal) and computer literacy. Proactiveness with an ability to work independently and apply a sense of urgency in completing assigned tasks. Solution orientated and innovative. Fair understanding of project management and government communication system. Competencies: Logical, analytical and creative thinking. The applicant should have ability to work under pressure and with a team.
- ENQUIRIES** : Mr T P Ramotse Tel No: (012) 473 0204
- POST 33/73** : **MEDIA ENGAGEMENT REF NO: 3/1/5-19/59**
Chief Directorate: Media Engagement
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills and Knowledge: Communication (verbal and written), Computer skills including use of Microsoft, presentation, internet searches, use of databases and electronic dissemination of products. The applicant should have interest in current affairs, understand media analysis, news and general knowledge. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines.
- ENQUIRIES** : Mr M Dorasami Tel No: (012) 4730170
- POST 33/74** : **RAPID RESPONSE REF NO: 3/1/5-19/60**
Directorate: Rapid Response
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Journalism, Communication, or Media Studies as recognized by SAQA. The candidate should have understanding of the following related areas: SA & international landscape, monitoring, writing, issue management. Skills required: Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.
- ENQUIRIES** : Ms M Dorasami Tel No: (012) 4730170
- POST 33/75** : **RADIO PRODUCER -REF NO: 3/1/5-19/61 (X2 POSTS)**
Directorate: Media Production
(24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF level 6) or three (3) year Degree (NQF level 7) or equivalent related qualification as recognized by SAQA. Skills and knowledge: Strong radio production skills and thorough knowledge of field production and studio production, good organizational and communication skills. The applicant must be to work under pressure, willing to work overtime, able to meet deadlines, able to multi-task and to manage priorities in a fast-paced environment. The applicant should be highly motivated with an eye for detail. Job knowledge: The applicant must be proficient in the use of editing and production software.
- ENQUIRIES** : Mr L Klaas Tel No: (012) 473 0149
NOTE : There will be practical tests: news writing, recording of the applicant using the GCIS studio and / or the field recorder.
- POST 33/76** : **FINANCIAL ADMINISTRATION REF NO: 3/1/5-19/62**
Directorate: Financial Administration
(24 months-contract)
- STIPEND** : R6747.75 per month

- CENTRE REQUIREMENTS** : Pretoria
 : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Public Finance / Accounting/ or relevant qualification as recognized by SAQA. Fair understanding of Public Finance Management Act and other Finance processes. Skills: Communication, writing and computer literacy (Ms Word and Ms Excel). Flexibility and willingness to adjust to changes in the work environment. Ability to work under pressure and willingness to work irregular hours. The applicant should be able to work independently and have innovative thinking. The applicant should be client service orientated.
- ENQUIRIES** : Mr E Sebati Tel No: (012) 473 0082
- POST 33/77** : **PARLIAMENTARY LIAISON SERVICES REF NO: 3/1/5-19/63**
 Directorate: Parliamentary Liaison Services
 (24 months-contract)
- STIPEND** : R6747.75 per month
CENTRE : Cape Town
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills and Knowledge: Communication (verbal and written), Computer skills including use of Microsoft, presentation, internet searches, use of databases and electronic dissemination of products. The applicant should have interest in current affairs, understand media analysis, news and general knowledge. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines.
- ENQUIRIES** : Ms L Cerf Tel No: (021) 465 3658

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- CLOSING DATE** : 30 September 2019 at 12h00 noon
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. No emailed or faxed applications/ No late applications will be considered. No emailed or faxed applications will be considered.
- ERRATUM:** Kindly note that the post of Provincial Manager (Branch Manager) – North West Region CRM: Mafikeng with Ref No: OM/NW/2019/09-1P advertised in Public Service Vacancy Circular 32 dated 06 September 2019, was incorrect and the vacancy does not exist. The post was incorrectly included. Please accept our apologies for the inconvenience caused.

OTHER POSTS

- POST 33/78** : **OFFICE MANAGER REF NO: EGLS OM/EGLS/2019/09-1P**
Client Services
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Gauteng
- REQUIREMENTS** : A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of 4 years' experience in customer service management which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver's license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to

speak any of the other official languages spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Knowledge of Project Management. Knowledge of the Retirement Fund Industry. Knowledge of PFMA. Good analytical skills. Good customer relations. Problem solving skills. Presentation skills. Ability to communicate at all levels. Excellent leadership skills. Organising and coordination skills. Ability to build strong networking relationships. Ability to work in a team.

DUTIES

: The incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following but not limited to: Supervise effective operations management within the branch office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the Branch office. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of the Batho Pele Principles within the Branch office in all interactions with internal and external customers. Provide input to the Provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implementation of Risk Management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the Provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Effective supervision of provincial/branch administrative processes and activities: Allocate daily activities. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Coordinate administrative support at outreach initiatives. Monitor risk and compliance: within the provincial office: Coach and guide staff on compliance to all relevant regulatory, internal and external requirements. Implement a risk management plan and report on all risk according to required format. Provide input into risk register. Analyse, interpret and implement departmental policies. Promote a corruption free environment. Supervise, interpret, implement and apply directives and policies applicable to the department. Physically ensure inspection and conduct office based auditing of procedures. Monitor compliance to audit findings. Provide administrative support in compliance to SHERQ regulations. Maintain relationships with all relevant stakeholders/clients to support service delivery in the province: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Ensure successful business transformation within provincial office: Assist the change champion in transformation and communicate, motivate and drive change initiatives within the office. Provide input and implement performance improvement initiatives. Ensure successful implementation of system and process enhancements, updates and amendments within the office. Implement and maintain internal control processes for the section: Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Section Management: Deal with queries and escalated issues in timely manner, achieving resolution. Manage the performance of direct reports in accordance with the GPAA performance management policy and procedure. Identify training and

development needs, implementing plans to address requirements, as appropriate. Manage staff resources and productivity, minimising absenteeism. Compile work plans for the section achieving a consolidation of operational plans. Discipline staff in accordance with organisational codes and procedures so that improvement is shown. Facilitate communication through appropriate structures and systems. Monitor compliance to allocated budget, raising non-compliance identified with the manager.

ENQUIRIES : Ms Mapule Mahlangu Tel No: (012) 399 2639
APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001. Ensure to complete a register when applying at Head Office or in the Regional Office.

FOR ATTENTION : Ms Mapule Mahlangu– Recruitment
NOTE : One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section - EGLS. Employment Equity target for the post is African, Coloured and White males and people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 33/79 : **OFFICE MANAGER: NORTH WEST REGIONAL OFFICE REF NO: OM/NW/2019/09-1P**
Client Services

SALARY : R376 596 per annum (Level 09)
CENTRE : Mafikeng
REQUIREMENTS : A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of 4 years' experience in customer service management which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver's license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Knowledge of Project Management. Knowledge of the Retirement Fund Industry. Knowledge of PFMA. Good analytical skills. Good customer relations. Problem solving skills. Presentation skills. Ability to communicate at all levels. Excellent leadership skills. Organising and coordination skills. Ability to build strong networking relationships. Ability to work in a team.

DUTIES : The incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following but not limited to: Supervise effective operations management within the branch office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the Branch office. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of the Batho Pele Principles within the Branch office in all interactions with internal and external customers. Provide input to the Provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implementation of Risk Management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the Provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Effective supervision of provincial/branch administrative processes and activities: Allocate daily activities. Attend to queries and complaints from

stakeholders/clients. Implement quality assurance and data quality strategies and actions. Coordinate administrative support at outreach initiatives. Monitor risk and compliance: within the provincial office: Coach and guide staff on compliance to all relevant regulatory, internal and external requirements. Implement a risk management plan and report on all risk according to required format. Provide input into risk register. Analyse, interpret and implement departmental policies. Promote a corruption free environment. Supervise, interpret, implement and apply directives and policies applicable to the department. Physically ensure inspection and conduct office based auditing of procedures. Monitor compliance to audit findings. Provide administrative support in compliance to SHERQ regulations. Maintain relationships with all relevant stakeholders/clients to support service delivery in the province: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Ensure successful business transformation within provincial office: Assist the change champion in transformation and communicate, motivate and drive change initiatives within the office. Provide input and implement performance improvement initiatives. Ensure successful implementation of system and process enhancements, updates and amendments within the office. Implement and maintain internal control processes for the section: Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Section Management: Deal with queries and escalated issues in timely manner, achieving resolution. Manage the performance of direct reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage staff resources and productivity, minimising absenteeism. Compile work plans for the section achieving a consolidation of operational plans. Discipline staff in accordance with organisational codes and procedures so that improvement is shown. Facilitate communication through appropriate structures and systems. Monitor compliance to allocated budget, raising non-compliance identified with the manager.

**ENQUIRIES
APPLICATIONS**

: Ms Lesiba Sehlapelo Tel No: (012) 399 2710
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001 or hand deliver to Office no 4/17, Mega City, Mmabatho. Ensure to complete a register when applying at Head Office or in the Regional Office.

**FOR ATTENTION
NOTE**

: Mr Lesiba Sehlapelo – Recruitment
 : One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section – North West Regional Office. Employment Equity target for the post is Coloured/White/Indian males or female and people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 33/80

: **SENIOR ADMINISTRATION OFFICER: IOD REF NO: SAO/IOD/2019/09–1P**
 Injury on Duty: Programme 2.1

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 08)
 : Pretoria Head Office
 : Three year National Diploma/B Degree or equivalent three year qualification (at least 360 credits) coupled with 3 years working experience in Injury on Duty/Employee Benefit Administration environment/Military Pensions of which one year was in a supervisory/managerial role. Preference will be given to candidates with COIDA experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Knowledge of COIDA. Knowledge of PFMA. Analytical skills. Organizational skills. Problem solving skills. Customer oriented. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Teamwork.

- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Supervision of the Injury on Duty processes and activities: Effectively allocate work to staff on a daily basis. Effectively manage staff daily, weekly and monthly statistics. Ensure that all Injury on Duty claims are received, stamped, linked and verified before processing. Ensure that all documentation on files are verified, checked and correctly captured. Ensure that member/beneficiaries are still alive by verifying on Home Affairs system. Authorize payments, which includes arrears as well as new payments. Ensure life certificate (MLV) requirements are met for continuous payments. Ensure the activation of (MLV) life certificate. Monitor the requesting of outstanding documents from employers/members/Compensation Commissioner. Regularly make follow-ups on the Compensation Commissioner's queries. Ensure that members/beneficiaries are informed on any changes regarding their pensions. Check all recalculations. Check and approve continuation of children's pension. Effectively manage system changes through Remas requests. Handle enquiries. Supervise the effective administration of the Unit: Supervision of records, correspondence and enquiries. Manage staff performance. Manage staff development and training. Effective communication to staff. Formal disciplinary authority. Effective management of Section and staff.
- ENQUIRIES APPLICATIONS** : Mr Lesiba Sehlapelo Tel No: (012) 399 2710
lease forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria
- FOR ATTENTION NOTE** : Mr Lesiba Sehlapelo – Recruitment
: One permanent position of Senior Administration Officer: Injury on Duty is currently available at the Government Pensions Administration Agency: Injury on Duty Section in Programme 2.1 unit. The purpose of the position is to provide effective supervisory services regarding Injury-On-Duty for Programme 2.1. Employment Equity targets for the post is Coloured/Indian/White male and Indian/White females or people with disability. Candidates of the specified groups are encouraged to apply.
- POST 33/81** : **SECRETARY: SENIOR MANAGER: FACILITIES MANAGEMENT REF NO: SEC/FM/2019/08-1P**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria Head Office
: An appropriate 3 year qualification (Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.). Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills.
- DUTIES** : The purpose of the role is to render a secretarial support service to the Senior Manager. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from activities of the work of the manager. Records basic minutes for the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of the documents for the manager and the unit where required. Administers matters like leave forms, leave registers and telephone accounts. Handles the procurement of standard items like stationery and refreshments. Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager. Records appointments

and events in the diary for the manager. Types documents for manager. Operates office equipment like fax machines and photocopiers. Remains Up to date with regard to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES
APPLICATIONS

: Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to 34 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION
NOTE

: Ms Ntsibakazi Mtshabe at Recruitment
: One Secretary position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Facilities Management. This position will be filled permanently. Employment Equity target for the post is Coloured/ Indian/ White Male/ Female or people living with disabilities. Candidates of the specified groups are encouraged to apply. Take note that it may be expected of the shortlisted applicants to undergo an assessment related to the position.

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 30 September 2019, 12:00 PM Mid-Day
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. (Certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 33/82** : **DEPUTY DIRECTOR: NURSING PRACTICE REF NO: NDOH 38/2019**
Chief Directorate: Nursing Services
- SALARY** : R733 257 per annum (an all-inclusive remuneration package) (basic salary consist of 70% or 76% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Nursing registered with SANC. A post graduate qualification in Nursing will be an advantage. At least five (5) years clinical experience in the nursing environment of which three (3) years' experience as a Nurse Manager (Administrator, Educator or Community Manager). Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA). Good communication (verbal and written), interpersonal, project management, policy development, analysis, leadership, decision-making and computer skills (MS Office packages). Ability to work under pressure. A valid driver's licence.
- DUTIES** : Develop policy guidelines for nursing and midwifery practice that will support provincial development of relevant Standard Operating Procedures (SOPs). Conduct dissemination workshops to ensure correct interpretation of developed/reviewed policies so as to harmonise implementation as well as correlate theory with practice. Promote good governance at all levels. Promote the effectiveness of provincial nursing services Directorate and monitor implementation of Positive Practice Environment (PPE) plan. Improve quality of nursing practice. Develop systems for monitoring and evaluation of nursing practice in collaboration with Office of Standards Compliance. Promote intra departmental as well as external collaboration with key stakeholders to avoid fragmentation and duplication of efforts that have bearing on clinical practice.

		Participate in the promotion of inter and intra professional collaboration and partnerships in order to unify nurses. Provide overall management of Sub-Directorate. Provide inputs in compiling annual strategic and operational plans of the Directorate.
<u>ENQUIRIES</u>	:	Dr NJ Makhanya at Tel No: (012) 395 9783
<u>POST 33/83</u>	:	<u>DEPUTY DIRECTOR: TRUTH AND RECONCILIATION COMMISSION REF NO: NDOH 39/2019</u> (Contract Post Ending 31 March 2021) Directorate: Mental Health and Substance Abuse Sub-Directorate: Truth and Reconciliation Programme Re-advert; applicants who previously applied need not re-apply)
<u>SALARY</u>	:	R733 257 per annum (an all-inclusive remuneration package) (basic salary consist of 70% OR 76% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A three-year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least three (3) years' experience in health service delivery environment at junior management or Assistant Director Level. Knowledge of Truth and Reconciliation Act and Promotion of National Unity and Reconciliation Act of 1995 and National Health Act as well as various public service and health legislation (administrative and clinical). Good communication (verbal and written), management (project, finance, strategic planning), networking, facilitation, report writing and computer skills (MS Office package). Ability to manage cases and problem solving. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate the provision of health services for victims of gross human rights as determined by the Promotion of National Unity and Reconciliation Act of 1995. Manage all referrals from the Truth and Reconciliation (TRC) Unit in the Department of Justice and Constitutional Development (DOJ&CD). Facilitate the development of legislation to provide health services to victims of gross human rights violations. Collate and submit health inputs for draft regulations to DOJ&CD. Develop implementation plans for psychosocial programmes and health related aspects of community rehabilitation plans as developed by the DOJ&CD. Identify priority areas and needs for community rehabilitation programmes related to health services. Ensure an integrated approach to health service delivery through the involvement of various stakeholders. Assist in drafting health programmes for communities in collaboration with other relevant stakeholders. Manage all reporting, records, resources, correspondence and all other related aspects for the Truth and Reconciliation Programme. Develop and update a database for all TRC victims requiring and receiving health services.
<u>ENQUIRIES NOTE</u>	:	Mr OSB Phakathi at Tel No: (012) 395 9138 Applicants from Coloured, White and Indian male communities will be given preference.
<u>POST 33/84</u>	:	<u>DEPUTY DIRECTOR: GLOBAL FUND PROJECT COORDINATOR REF NO: NDOH 41/2019</u> (Contract Post Ending 30 September 2022) Chief Directorate: Global Fund: PMU
<u>SALARY</u>	:	R733 257 per annum (An all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A three-year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Public Health/Health Sciences or related field. At least three (3) years' experience working in health programme management and health information management on the level of Assistant Director or equivalent level. Knowledge and understanding of Public Health system and quality improvement methodology as well as the legislative framework governing the Public Service. Knowledge and understanding of clinical management of TB

and HIV co-infected patients. Good communication (verbal and written), time management, analytical, problem-solving, project management, report writing, presentation, facilitation, planning, organising and computer skills (MS Office packages). A valid driver's licence.

DUTIES :
Oversee the implementation of the Global Fund TB, TB/HIV and MDR-TB modules in the Global Fund priority districts. Conduct regular monitoring and review of Sub-Recipients (SR) operational plans. Conduct regular on-site visits for verification and support. Coordinate Sub-Recipients and service providers with respect to the Global Fund Sub-Programme work. Monitor the implementation of activities, including achievements of agreed upon targets by Sub-Recipients. Analyse reports and review programme data. Identify challenges, delays and propose resolutions. Provide support to Global Fund Sub-Recipients in the implementation of the TB QI methodology in health facilities and community level in the Global Fund priority districts. Identify and document gaps in programme areas and skills or capacity and recommend strategies to address them. Participate in relevant National TB and HIV cluster activities.

ENQUIRIES : Ms YB Tsibolane at Tel No: (012) 395 9097

POST 33/85 : **ASSISTANT DIRECTOR: FINANCE REF NO: NDOH 40/2019**
(Contract Post Ending 30 September 2022)
Chief Directorate: Global Fund: PMU

SALARY : R376 596 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Public Finance/Accounting/Financial Management/Management Accounting or Taxation. At least three (3) years' experience in Financial Accounting environment, with proven experience in financial management, project management in a Government environment and/or a Non-Government Organisation (NGO) sector. Broad knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Government financial reporting. Good knowledge of principles and practice of financial management, financial accounting and management accounting. Knowledge of basic financial operating systems (PERSAL, Basic Accounting System (BAS) and LOGIS). Knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Good communication (verbal and written), analysis, problem-solving, time management, project management, diversity management, facilitation planning, organising and computer skills (MS Office packages).

DUTIES : Financial management support to Principal Recipient (PR) and Sub-Recipient (SR). Conduct capacity building workshops or meetings with SRs in relations to financial management. Prepare quarterly reports; ensure that all monthly reports balance with quarterly reports. Manage physical and human resources. Ensure adherence to assets management internal controls. Procurement and supply management of ARVs. Assist in ensuring that monthly and quarterly stock reconciliation are conducted by CPU. Ensure and coordinate risk activities for the Programme Management Unit (PMU) related to finance and Procurement and Supply Management (PSM).

ENQUIRIES : Mr SJ Masha at Tel No: (012) 395 8499

POST 33/86 : **PERSONAL ASSISTANT II REF NO: NDOH 42/2019**
(Contract Post Ending 30 September 2022)
Chief Directorate: Global Fund

SALARY : R257 508 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) and a three (3) year tertiary qualification in Secretarial/ Office Administration or related field. At least three to five (3-5) years relevant experience in rendering secretarial and administrative support services to senior management. Knowledge and experience in general office and provisioning administration. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Services. Basic knowledge on financial administration. Good communication skills (verbal and written) and ability to communicate well with people at different levels and from different backgrounds. Good, telephone etiquette,

planning, organizing, co-ordination and computer skills (MS Office packages). Ability to research and analyse documents and situations. Ability to act with tact and discretion.

DUTIES

: Diary management and effective communication. Coordinates with and discuss/ advise the senior manager on all engagements. Provide secretarial support service to the senior manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the senior manager. Provide administrative support services to the manager. Ensure effective flow of information and documents to and from the office of the manager. Render financial and logistical support services. Ensure that travel arrangement are well coordinated, all forms duly signed and submitted to the relevant Directorates. Prepare monthly petty cash request and ensure receipts are submitted to Finance unit

ENQUIRIES

: Mr FD Demana at Tel No: (012) 395 8072

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery: 260 Justice Mohammed Street, Ruth Mompati Building, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Ms N Nortman Tel No: 012 444 9115
- CLOSING DATE** : 27 September 2019 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified within the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 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. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 33/87** : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/13/2019**
Branch: Chief Financial Officer
- SALARY** : R733 257 per annum (Level 11) (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Potential candidates for the position should be in possession of a 3 (three) year tertiary qualification plus 3 years proven relevant management experience. Knowledge and understanding of PFMA, administration principles and Batho-Pele principles. The applicant should be computer literate (MS Word, MS Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization and management skills, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.
- DUTIES** : The successful candidate will be responsible for providing administrative support to the DDG and ensure effective and efficient operations of the Chief Financial Officer Branch; Ensure proper and cost-effective management of the resources of the Branch; Develop and maintain an effective documents flow system; Provide admin support in relation to the Performance Reports and collation of the Portfolio of Evidence; Establish and maintain appropriate internal controls and reporting systems; Timely alert the Deputy Director-General of any emerging factors that could negatively affect service delivery outcomes; Collate responses for parliamentary questions and submit to parliamentary officer.

ENQUIRIES : Mr J Sebola Tel No: (012) 444 9114
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 33/88 : **OFFICE MANAGER TO DEPUTY DIRECTOR-GENERAL: HUMAN SETTLEMENT DELIVERY FRAMEWORKS REF NO: DOHS/17/2019**
Branch: Human Settlements Delivery Frameworks

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification plus 3 years proven relevant experience and exposure to policy development processes (an exposure in housing, human settlements and or the built environment will be an added advantage). Knowledge and understanding of PFMA, administration principles and Batho Pele principles. The applicant should be computer literate (MS Word, MS Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization and management skills, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.

DUTIES : The successful candidate will be responsible for providing administrative support to the DDG and ensure effective and efficient operations of the Chief Financial Officer Branch; Ensure proper and cost-effective management of the resources of the Branch; Develop and maintain an effective documents flow system; Provide admin support in relation to the Performance Reports and collation of the Portfolio of Evidence; Establish and maintain appropriate internal controls and reporting systems; Timely alert the Deputy Director-General of any emerging factors that could negatively affect service delivery outcomes; Collate responses for parliamentary questions and submit to parliamentary officer.

ENQUIRIES : Mr J Sebola Tel No: (012) 444 9114
NOTE : Male candidates and people with disabilities are encouraged to apply

POST 33/89 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/18/2019**
Branch: Corporate Services
Chief Directorate: Human Resource
Directorate: Human Resource Administration
Sub-directorate: Human Resource Provisioning

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of an appropriate recognised Bachelor's degree/ National Diploma in Human Resource Management, with a minimum of three to five years managerial experience; Knowledge of Public Service Human Resources processes and systems, the PERSAL System. Understanding and application of legislation frameworks that are governing the Human Resource in the Public Service and other employment legislations. Good interpersonal, communication skills; display professional conduct as required from Human Resource Managers in the Public Service, leadership and team player, understanding of PILIR policy and procedure, ability to understand and implement an integrated approach towards human resources; Management Capabilities; and Computer literacy.

DUTIES : The successful candidate will be responsible for coordination of recruitment, selection, appointment and other life cycle events of employees. Manage compensation and implementation of conditions of service of employees. Manage HR personnel records. Manage Persal and post establishment. Manage SLAs with recruitment agencies, SAQA and SOMA. Coordinate HR oversight report for the annual report. Manage resources allocated to the Sub-directorate: HRP

ENQUIRIES : Mr MC Ramalepe Tel No: (012) 444 9113
NOTE : Male candidates and people with disabilities are encouraged to apply

- POST 33/90** : **DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT & EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (EPMDS) REF NO: DOHS/22/2019**
Branch: Corporate Services
Chief Directorate: Human Resource
Directorate: Human Resource Development and EPMDS
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (all-inclusive salary package)
: Pretoria
: Candidates should be in possession of National Diploma/Degree in Human Resources Management/ Development recognized by SAQA. 3-5 years relevant experience at entry level management (Assistant Director Level) Knowledge of the Skills Development Act, Skills Development Levies Act, SAQA Act; HRD Directives and Prescripts ;Knowledge and application of the DPSA Directive of Employee Performance Management and Development System; Knowledge of the Public Service Act and Regulations; Good communication (verbal and written) skills; Analytical skills; Planning and organizing skills; Facilitation and presentation skills; Supervisory skills and A valid driver's license.
- DUTIES** : Develop and implement HRD & PMDS development programmes; Development and implementation of HRD & PMDS policies, guidelines and strategies. Provide and facilitate administrative support for HRD & PMDS projects and programmes. Implementation and compliance to skills development & PMDS legislation. Co-ordinate and facilitate the effective implementation of the performance management system. Advise the department regarding compliance to the 1.5% of total compensation allocated for performance bonuses
- ENQUIRIES NOTE** : Mr MC Ramalepe Tel No: (012) 444 9113
: Male candidates and people with disabilities are encouraged to apply
- POST 33/91** : **DEPUTY DIRECTOR: REGISTRY SERVICES REF NO: DOHS/24/2019**
Branch: Corporate Services
Chief Directorate: Corporate Support
Directorate: Registry Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (all-inclusive salary package)
: Pretoria
: Applicants must have an appropriate and SAQA recognised three-year Bachelor's Degree/ Diploma or equivalent qualification Diploma/Degree (NQF Level 6/7) in Public Administration/ Management including Records Management, Archival Studies or Information Management.3-5 years relevant experience at entry level management (Assistant Director level). Must have undertaken the National Archives or Provincial Archives Records Management Course. Valid Driver's License.
- DUTIES** : The successful candidate will be responsible for managing the safe custody and care of current records and provide Registry and messenger services in the Department, including. Manage implementation of approved and compliant records classification systems for current records. Manage conducting of inspections to monitor staff compliance to prescribed records and registry management policies and procedures. Manage the use, safe custody and care of current records. Manage the regulation, receipt and flow of official records and documentation in the department. Manage provision of messenger and courier services. Manage and develop personnel.
- ENQUIRIES NOTE** : Ms PZR Dlamini Tel No: (012) 444-9110
: Male candidates and people with disabilities are encouraged to apply
- POST 33/92** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: DOHS/19/2019**
Branch: Corporate Services
Chief Directorate: Human Resource
Directorate: Human Resource Management
Sub-directorate: Organisational Design
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
: Pretoria
: Candidates should be in possession of a Diploma/Degree (NQF Level /7) in Management Services/Operations Management/Human Resource

		Management OR any other equivalent qualification in Work-Study/Organizational Development. 3-5 years relevant experience. Job Evaluation certificate is essential. Valid Driver's License. Candidates must have good knowledge of the Public Service Act, Public Service Regulations, Directive on changes to Organizational Structures by Departments, Batho-Pele Principles, Computer literacy, Communication skills (both written and verbal), Interpersonal skills
<u>DUTIES</u>	:	The successful candidate will be responsible for Administer Job Evaluation process, Administer development and/or review of Job Descriptions, Administer Organisational Design and work-study investigations Administer development and/or review of the Department's Organisational Structure, Administer the development and/or review of the Department's Human Resource Plan, Supervise subordinates within the unit
<u>ENQUIRIES</u>	:	Mr J Sebola Tel No: (012) 444 9114
<u>NOTE</u>	:	Male candidates and people with disabilities are encouraged to apply
<u>POST 33/93</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL REPORTING: REF NO: DOHS/10/2019</u> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Financial Administration and Internal Control Sub-directorate: Financial Accounting, Division: Financial Reporting
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates should be in possession of a B com degree or National diploma (NQF level 6/7 as recognized by SAQA) in Finance or Auditing, 3 – 5 years' experience relevant to the field, Computer literate (Microsoft office), Extensive Knowledge of the PFMA and Treasury Regulations, Extensive Working knowledge of government transversal Systems including BAS. Extensive Knowledge of Modified Cash Standards. Ability to communicate at all levels (written and verbal).The incumbent must also have the ability to work under pressure with good interpersonal skills and analytical problem solving skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Monitoring and evaluation of project plan for Interim Financial Statements (IFS) and Annual Financial Statements, (AFS).Monitor the co-ordination of inputs requested for the IFS & AFS. Compile Interim Financial Statements. Compile Annual Financial Statements. Review draft response to internal audit queries, external audit queries and parliamentary questions. Provide secretariat support to Financial Statement Forum Meetings. Supervision & staff development.
<u>ENQUIRIES</u>	:	Mr J Sebola Tel No: (012) 444 9114
<u>NOTE</u>	:	Male candidates and people with disabilities are encouraged to apply.
<u>POST 33/94</u>	:	<u>ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: DOHS/16/2019</u> Branch: Corporate Services Chief Directorate: Corporate Services Directorate: Library and Information Services
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The ideal candidate must have: Relevant three year tertiary qualification in Knowledge Management/ Information Science. Knowledge of key government sector policies, strategies and priorities. Minimum of three (3) – five (5) years' experience in the field of Knowledge Management. Understanding of Knowledge Management practices, Information Management. Knowledge and understanding of Enterprise Content Management Solution.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Facilitate development, review and implementation of Knowledge Management (KM) Strategy through: Benchmarking on best KM practices with both Public and Private sector; Knowledge audit to understand knowledge flow & gaps in the department; Provision of guidance on the development of knowledge information architecture (IA) for development of Knowledge Portal; Identification of sources of historical knowledge within the HS sector and preservation for future research purposes; Identification of Knowledge assets and facilitate for its harvesting through implementing knowledge harvesting tools; Establish and maintain knowledge learning and sharing platforms;

Development and maintenance of knowledge Management Advocacy programmes; Facilitate establishment and maintenance of Knowledge Management Structures; Support the development and implementation of the Business Process Management Framework. Facilitate development of departmental Standard Operating Procedures (SOPs) and Business Processes (BPs) in collaboration with designated KM Champions. Provide support to KM champions in mapping of identified processes and development of SOPs at their respective Chief Directorates.

ENQUIRIES

: Mr J Sebola Tel No: (012) 444 9114

NOTE

: Male candidates and people with disabilities are encouraged to apply

POST 33/95

: **ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/23/2019**

Directorate: Special Investigations in the Office of the Director General

SALARY

: R376 596 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate three-year degree or diploma in law, policing or forensic investigations NQF level 6/7 as recognised by SAQA) Knowledge in forensic investigations Knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as the Public Service Anti-Corruption Strategy, etc Proficiency in verbal and written communication, as well as presentation skills Policy analysis, formulation and implementation skills Computer literacy and a valid driver's licence The candidate will be subjected to security vetting.

DUTIES

: Conduct Investigations in respect of all alleged cases of fraud, corruption and any other maladministration issues within the Department and the Sector. Participate and assist in the implementation of anti-fraud and corruption initiatives. Monitor and Evaluate complaints received by the Department.

ENQUIRIES

: Mr J Sebola Tel No: (012) 444 9114

NOTE

: Female candidates and people with disabilities are encouraged to apply

POST 33/96

: **ASSISTANT DIRECTOR: INTERGOVERNMENTAL AUDIT AND PROVINCIAL SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DOHS/25/2019**

Directorate: Internal Audit

SALARY

: R376 596 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: The ideal candidate must have: A three year tertiary qualification internal audit/Auditing and financial accounting qualification, Minimum of five years internal auditing experience of which three should be at supervisory /management experience. Studying towards CIA or any relevant professional qualification added advantage or General Internal Auditor (GIA). Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritisation skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, strong leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Strategic Plan (audit universe, three-year rolling plan) and General Accepted Accounting Practices and Standards for the Professional Practice of Internal Auditing. Membership of the Institute of Internal Auditors would be added advantage. Ability to use the working paper tool (Teammate) and knowledge of Audit Command Language (ACL) will be added advantage. A valid driver's licence.

DUTIES

: The successful candidate will be required to: Analyze the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the internal audit plan. Planning of the audits in line with the approved Internal Audit Methodology and to ensure that the engagement objectives are achieved. Plan the allocation of the assigned audit resources. Document the Audit Program. Conduct audit fieldwork by evaluating the adequacy and effectiveness of risk management, control and governance processes. Assess and analyze data, reports and documents to reach a reasonable conclusion. Gather sufficient, relevant, reliable, and useful evidence to support the work performed. Conclude on the work performed based on the audit objectives and document the audit outcomes. Draft

preliminary audit findings with concise root causes and value adding recommendations. Evaluate the adequacy of management action plans and monitor progress made in implementing them. Contribute to reviews of audit progress and against engagement, operational and strategic plans. Identify areas for improvement and recommend necessary training needs. Assist the Senior Internal Auditor in identifying training and needs and developing a Personal Development Plan.

ENQUIRIES : Mr J Sebola Tel No: (012) 444 9114
NOTE : Female candidates and people with disabilities are encouraged to apply

POST 33/97 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT AND AOPI REF NO: DOHS/26/2019**

Branch: Director-General
 Chief Directorate: Internal Audit, Risk Management & Special Investigation
 Directorate: Internal Audit

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

REQUIREMENTS : The ideal candidate must have: A three year tertiary qualification internal audit/Auditing and financial accounting qualification, Minimum of at least five years internal auditing experience of which three should be at supervisory /management experience. Experience in performance audit and audit of performance information (AOPI). Studying towards CIA or any relevant professional qualification added advantage or General Internal Auditor (GIA). Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritisation skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, strong leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Strategic Plan (audit universe, three-year rolling plan) and General Accepted Accounting Practices and Standards for the Professional Practice of Internal Auditing. Membership with the Institute of Internal Auditors, ability to use the working paper tool (teammate) and knowledge of Audit Command Language (ACL) would be added advantage. A valid driver's licence.

DUTIES : The successful candidate will be required to: To ensure efficient and effective conducting of performance audits and audits of performance information (AOPI). Analyze the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the internal audit plan. Planning of the audits in line with the approved Internal Audit Methodology and to ensure that the engagement objectives are achieved. Ensure performance audits are conducted in accordance with the approved audit methodology and IIA standards. Evaluates systems to identify shortfalls. Development of the planning memorandum/ audit programme. Suggest corrective action; make recommendations, monitor and follow-up. Performs the performance audits and AOPOs in a professional manner, and in accordance with the approved audit programme. Appraising and monitoring the adequacy of the corrective action taken to improve deficient conditions. Comprehensive documentation of the work performed and compliance in to the IIA standards. Verification of the selected sample against the audit procedures. Obtaining correct supporting documentation for the audit findings. Engaging with the line function management to clear audit queries. Comprehensive documentation of the audit findings including management comments and action plan. Highlighting significant audit findings. Preparation of a draft audit report and submission thereof to the supervisor for review and approval. Assist in making oral or written presentations to management during and at the conclusion of an audit. Assist in discussing deficiencies, recommending corrective action, and suggesting improvements in operations. Assist the staff in identifying training and needs and developing a Personal Development Plan (where applicable).

ENQUIRIES : Mr J Sebola Tel No: (012) 444 9114
NOTE : Female candidates and people with disabilities are encouraged to apply

<u>POST 33/98</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: DOHS/11/2019</u> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Financial Administration and Internal Control Sub-directorate: Financial Accounting, Division: Financial Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Pretoria Candidates should be in possession of a B com degree or National diploma (NQF level 6/7 as recognized by SAQA) in Finance or Auditing, 2 – 5 years' experience relevant to the field, Computer literate (Microsoft office), Knowledge of the PFMA and Treasury Regulations, Working knowledge of government transversal Systems including BAS. Knowledge of Modified Cash Standards. Ability to communicate at all levels (written and verbal).The incumbent must also have the ability to work under pressure with good interpersonal skills and analytical problem solving skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Update and maintain project plan for Interim Financial Statements (IFS) and Annual Financial Statements (AFS).Co-ordinate inputs requested for the IFS & AFS. Assist with the compilation of Interim Financial Statements. Assist with the compilation of Annual Financial Statements. Draft responses to internal audit queries, external audit queries and parliamentary questions. Secretariat of the Financial Statement Forum Meetings.
<u>ENQUIRIES NOTE</u>	:	Ms N Nortman Tel No: (012) 444 9273 Male candidates and people with disabilities are encouraged to apply.
<u>POST 33/99</u>	:	<u>CHIEF NETWORK CONTROLLER REF NO: DOHS/12/2019 (X2 POSTS)</u> Branch: Corporate Services Chief Directorate: IMS and IT Systems Directorate: Information Technology System Sub-directorate: Information Technology Client Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Pretoria Candidates should be in possession of a University Bachelor Degree or University of Technology National Diploma in Information Technology, 2 - 3 years solid practical experience in LAN/Desktop Support environment preferably in Microsoft and Novell; Knowledge of GroupWise v.12, MS Exchange/Outlook, MS Office Suite 2013, BAS, LOGIS, PERSAL (will be an added advantage); Knowledge on desktop/workstation security, anti-virus and end-point security products; COMPTIA A+, N+, ITIL Foundation certificates (highly recommended);Good understanding of Mobile/Tablet Technology & Operating Systems (e.g. iOS, Android, Windows etc); Good knowledge and understanding of audio visual systems and solutions; Experience at the level of Principal Network Controller (added advantage); Excellent Communication (verbal & written), Customer Service, Planning & Organising Skills, Valid driver's licence for standby, after-hours and Cape Town offices support.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Provide Information Technology Desktop and LAN Support; IT Projects support and Procurement Technical Assessment; Supervise Staff & Mentoring of Information Technology Interns; Dedicated Executive Management, Parliamentary & Ministerial Support; Provide Information Technology Standby & After-hours Support.
<u>ENQUIRIES NOTE</u>	:	Ms N Nortman Tel No: (012) 444 9115 Male candidates and people with disabilities are encouraged to apply.
<u>POST 33/100</u>	:	<u>ORGANISATIONAL DESIGN PRACTITIONER REF NO: DOHS/20 /2019</u> Chief Directorate: Human Resources Directorate: Human Resource Administration Sub-directorate: Organizational Design
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Pretoria Candidates should be in possession of a Diploma/Degree (NQF Level /7) in Management Services/Operations Management/Production Management/ Industrial Engineering/ Human Resource Management/ Industrial Psychology

OR any other equivalent qualification in Work-Study/Organisational Development. 2 years relevant experience. A certificate in Job Evaluation Analysis from the National School of Government will serve as an added advantage. Good knowledge of the Public Service Act, Public Service Regulations, Directive on changes to Organisational Structures by Departments, Batho-Pele Principles, Computer literacy, good communication skills (both written and verbal), Interpersonal skills.

DUTIES : The successful candidate will be responsible to Conduct Job Evaluations. Develop and/or review Job Descriptions. Conduct Organisational Design and work-study investigations. Develop and/or review of the Department's Organisational Structure. Provide Administrative support to the unit.

ENQUIRIES : Ms N Nortman Tel No: (012) 444 9115
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 33/101 : **ADMINISTRATIVE OFFICER REF NO: DOHS/21 /2019**
Branch: Office of the Director-General

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate B-degree/National Diploma or equivalent qualifications. Minimum of three years' experience in Committee Work, general administrative and logistical services, fair understanding of government policies and prescripts; understanding the functioning of intergovernmental structures that promote cooperative governance as well as Intergovernmental Relations (IGR), good communication skills (verbal and written), administration and organizational skills, ability to meet strict deadlines and work under pressure, analytical skills and leadership skills, computer literacy, exceptional interpersonal skills, valid driver's license.

DUTIES : The incumbent will execute a variety of committee work which include inter alia, organizing meetings of human settlements policy and decision making structures; drafting agendas; preparing meeting packs; recording the proceedings of meetings; compiling minutes; tracking, coordinating and communicating decisions of meetings to members. Providing a variety of administrative and logistical support services including drafting memoranda, letters and reports, compiling and maintaining the database of decisions of meetings, maintaining the meetings serviced register; supervising subordinates.

ENQUIRIES : Ms N Nortman Tel No: (012) 444 9115
NOTE : Female candidates and people with disabilities are encouraged to apply. The selection process will involve subjecting candidates to a competency test in the form of minute writing.

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** : 30 September 2019
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence 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 exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. 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). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note that the post of Family Advocate LP7-8 with Ref No: 67/19/FA/WC, Centre: Office of the Family Advocate, Worcester, advertised in the Public Service Vacancy Circular 32 dated 06 September 2019, the Requirements for the post of in terms of Admittance should be read as follows: Admitted as an Advocate. We apologize for any inconvenience caused.

OTHER POSTS

- POST 33/102** : **ADMINISTRATIVE OFFICER REF NO: 19/98/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Ekuvukeni
- REQUIREMENTS** : Three-year Bachelor's degree /National Diploma in Administration or relevant 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 analyses 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 : Ms CS Sikhonde Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

POST 33/103 : **ADMINISTRATIVE OFFICER REF NO: 19/99/KZN**

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Msinga
REQUIREMENTS : Three-year Bachelor's degree /National Diploma in Administration or relevant 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 analyses 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 : Ms CS Sikhonde Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

POST 33/104 : **ADMINISTRATIVE OFFICER REF NO: 35/19/NC**

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Williston
REQUIREMENTS : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure;

DUTIES : Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES : Mr R. Muller Tel No: (053) 8021300
APPLICATIONS : Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public

Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

- POST 33/105** : **ADMINISTRATIVE OFFICER REF NO: 19/ 70 /FS**
- SALARY** : R316 791 - R376 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Thaba Nchu
- REQUIREMENTS** : Three year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years' administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); 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 service; 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 personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
- POST 33/106** : **SENIOR HUMAN RESOURCE OFFICER (RECRUITMENT & SELECTION) REF NO: 19/101/KZN**
- SALARY** : R257 508 - R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : Grade 12 certificate or equivalent with 3 years' experience in Human Resources in the Public Sector. Recommendation: Extensive knowledge of Persal system and successful completion of Persal introduction an Persal Administration courses; A valid driver's license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms Word and Excel), Good interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Grade Progression, Payment of Casual Interpreters and maintenance of the Establishment.; Provide general administrative support and efficient resource management and administration; Supervise the implementation of Human Resource functions; Check and approve transactions on persal; Respond to verbal and written enquiries related to Human Resources; Provide monthly statistics of above HR functional matters and analyze reports; Give in-service functional training to sub-ordinates.
- ENQUIRIES** : Mr J.N. Mdaka Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 33/107 : **CHIEF ACCOUNTING CLERK REF NO: 19/102/KZN**

SALARY : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrates Court, Emlazi

REQUIREMENTS : Grade 12 or equivalent; A minimum of 3 years' relevant experience Knowledge of Public Finance Management Act (PFMA), National Treasury regulations; Knowledge and experience of the Department of Justice and Constitutional Development and its Third Party Fund functions and services; Experience and knowledge on the MojaPay (SAP) system; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; A valid driver's license. The following will serve as recommendations: Knowledge of the Departmental Financial Instructions (DFI). Skills and Competencies: Computer literacy (MS Office and Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail; Numeracy skills; Analytic sufficient resourceful; Problem solving skills; Presentation skills; Customer service oriented; Ability to work with public and all stakeholders in a professional manner.

DUTIES : Key Performance Areas: Exercise control over duties related to monies in trust, vote account, budget administration, BAS and JDAS; Reconcile accounts, handle enquiries both internal and external; Ensure compliance with all financial prescripts, rules and regulations; Process all financial reports and funding to ensure that spending remains within the budget; Mange monies in trust MMT); Provide effective people management; Checking of work performed by accounting clerks.

ENQUIRIES : Ms V. Mlandeliso Tel No: (031) 372 3000

APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the emails provided for each post.
- CLOSING DATE** : 30 September 2019 at 16:00
- NOTE** : All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers' licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance we thank you for the interest shown in MISA.

MANAGEMENT ECHELON

- POST 33/108** : **CHIEF DIRECTOR: INFRASTRUCTURE DELIVERY MAINTANANCE AND STAKEHOLDER COORDINATION REF NO: HR/CD/IDMSC/07**
- SALARY** : R1 251 183 – R1 495 956 per annum (Total cost package)
- CENTRE** : MISA Head Office, Centurion
- REQUIREMENTS** : An appropriate 3-year Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years' experience at a senior management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management Technical competencies: In depth knowledge and understanding of: Engineering and Professional judgement, Contract Management, Engineering, legal and operational compliance, Engineering operational communication, Government systems and structures, Co-operative governance systems and legislation, Local government transformation and Knowledge of local socio-economic infrastructure.
- DUTIES** : The successful candidate will perform the following duties: Manage technical support based on identified needs of targeted municipalities to improve infrastructure delivery, operations and maintenance. Manage support to municipalities in planning for land use management. Manage sector collaboration on infrastructure planning (in particular IDPs) and delivery in municipalities. Manage and guide the establishment and maintenance of the stakeholder relations (i.e Government Departments, private sector, donors and government owned companies) towards delivering municipal infrastructure.
- ENQUIRIES** : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to Hr.cdidsmsc07@misa.gov.za

POST 33/109 : **CHIEF DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE
PROCUREMENT REF NO: HR/CD/FCIP/08**

SALARY : R1 251 183 – R1 495 956 per annum (Total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3-year Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years' experience at a senior management level within Supply Chain Infrastructure Procurement Process
Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management
Technical competencies: In depth knowledge and understanding of: Engineering and Professional judgement, Contract Management, Engineering, legal and operational compliance Knowledge of Supply Chain Management for Infrastructure Projects, Government systems and structures, Co-operative governance systems and legislation, Local government transformation and Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Oversee the development of the national framework for contracting, Manage and guide the implementation of national framework for contracting municipal infrastructure goods and services, Oversee the development of the generic municipal infrastructure procurement strategy, Oversee the development of institutional capacity and capabilities within municipalities to procure infrastructure goods and services.

ENQUIRIES : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.cdfcip08@misa.gov.za

POST 33/110 : **DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE
PROCUREMENT REF NO: HR/D/FCIP/09 (X2 POSTS)**

SALARY : R1 057 326 – R1 245 495 per annum (Total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3-year Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 5-10 years' experience at a middle management level within Supply Chain Infrastructure Procurement. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical Competencies: Engineering and professional judgement. Contract Management, Engineering, legal and operational compliance, Knowledge of Supply Chain Management for Infrastructure Projects, Government systems and structures, Co-operative governance systems and legislation, Local government transformation and Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Develop Demand Management Plan for framework contracts. Establish framework contracts for infrastructure procurement. Ensure that framework contracts are published on the National Treasury website. Develop process flow for utilization of framework contracts by municipalities and other organs of state. Oversee and manage development of the User manual for framework contracts. Oversee and monitor utilization of framework contracts. Facilitate and manage the development of stakeholder management plan for framework contracts. Facilitate the development of framework contracts roll out plan to municipalities. Manage the implementation of the framework contracts roll out plan. Facilitate and manage development of national framework for contracting. Generate monthly reports on framework contracts.

ENQUIRIES : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.dfcip09@misa.gov.za

OTHER POSTS

POST 33/111

SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: HR/SERS/04

- SALARY CENTRE REQUIREMENTS** :
- R1 535 802 – R2 195 427 per annum (Total cost package) (OSD)
- MISA Head Office, Centurion
- An appropriate Master's degree in Civil Engineering, Specialising in Roads and Storm water or equivalent relevant qualification with Ten (10) years post-qualification experience in Civil Engineering and registered as Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and Engineering operational communication.
- DUTIES** :
- The successful candidate will perform the following duties: Provide support on specialized Roads and Storm water engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advice on specialized engineering field, Develop and review municipal sector master plans.
- ENQUIRIES APPLICATIONS** :
- Ms Fulufhelo Museisi/ Nommmiselo Mtini Tel No: (012) 848 5379/ 5305
- Please forward your application, quoting the relevant reference number, to Hr.sers04@misa.gov.za

POST 33/112

SPECIALIST ENGINEER: WATER AND SANITATION REF NO: HR/SEWS/05

- SALARY CENTRE REQUIREMENTS** :
- R1 535 802 – R2 195 427 per annum (Total cost package) (OSD)
- MISA Head Office, Centurion
- An appropriate Master's degree in Civil Engineering, Specializing in Water and Sanitation or equivalent relevant qualification with Ten (10) years post-qualification experience in Civil Engineering and registered as Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and Engineering operational communication.
- DUTIES** :
- The successful candidate will perform the following duties: Provide support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advice on specialized engineering field, Develop and review municipal sector master plans.
- ENQUIRIES APPLICATIONS** :
- Ms Fulufhelo Museisi / Nommmiselo Mtini Tel No: (012) 848 5379/ 5305
- Please forward your application, quoting the relevant reference number, to Hr.sews05@misa.gov.za

POST 33/113

SPECIALIST SCIENTIST: SOLID WASTE MANAGEMENT REF NO: HR/SSWM/06

- SALARY CENTRE** :
- R1 246 842 – R1 782 345 per annum (Total cost package) (OSD)
- MISA Head Office, Centurion

- REQUIREMENTS** : An appropriate PHD in Science or equivalent relevant qualification with Ten (10) years post-qualification scientific experience in solid waste management and registered with SACNASP as a Professional Scientist. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Solid Waste Management Systems and infrastructure design and analysis knowledge, scientific and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Legislative framework and operational compliance, strong analytical, reporting, writing and oral communication skills.
- DUTIES** : The successful candidate will perform the following duties: Provide support on specialized solid waste management services in accordance with South African Policies, Acts, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems, policies and projects to solve complex solid waste management challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advice on solid waste handling, transportation, processing, recycling, disposal and control, Develop and review municipal Integrated Waste Management Plans (IWMPs).
- ENQUIRIES** : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.sswm06@misa.gov.za
- POST 33/114** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR/DD/RAIM/10**
- SALARY** : R733 257 – R863 748 per annum (Total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Risk Management/ Internal Audit or equivalent relevant qualification at NQF level 6 with 3-5 years' relevant experience in Risk Management. Process Competencies: Applied strategic thinking. Problem Solving and decision making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management. Technical Competencies: Treasury Audits. Risk assessment. Risk Management and Auditing practices. The Public Finance Management Act. Laws, regulations, legislation effecting public sector. Corporate Governance guidelines. Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Provide strategic guidance on the development, implementation and maintenance of risk management frameworks, strategies and policies, include Fraud Prevention Plan. Manage a gap analysis of the Organisation Enterprise Risk Management process and perform reviews of the risk management process to improve the existing department processes. Compile a risk register on an annual basis and develop systems to facilitate risk monitoring and risk improvements. Align the risk management process to strategic objectives and business plans of the Organisation. Monitor, evaluate and report on the status of risk management and adherence to risk management processes within the Organisation. Provide guidance on the implementation of Business Continuity Management. Provide guidance on the Development and implementation of ethics management strategy. Coordinate Remuneration work outside the Public Service processes and systems. Facilitate and provide guidance on disclosure of financial interest. Manage and monitor the gift register.
- ENQUIRIES** : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.ddraim10@misa.gov.za
- POST 33/115** : **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: HR/DD/DM/11**
- SALARY** : R733 257 – R863 748 per annum (Total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3 year National Diploma or Degree in Finance/ Supply Chain Management at NQF level 6 with 3- 5 year's relevant experience in supply chain management/ procurement. Core Competencies: Applied Strategic Thinking. Developing others. Planning and Organising. Project Management. Diversity Management. Budgeting and Financial Management. Procurement

Strategies. Process Competencies: Continuous Improvement. Problem Solving and Decision Making. Client Orientation and Customer Focus. Communication & Information Management. Technical Competencies: The Public Finance Management Act. Framework for Supply Chain Management. Computer systems i.e PASTEL. Tender and contract administration. Asset Management Framework. Preferential Procurement Policy Framework Act. BEE Framework & BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Ensure that demand management function is performed in accordance with the MISA supply chain management policy, all applicable rules and regulations (for all quotation and bids). Develop and manage standardisation of specification documentation. Develop and manage demand planning process with end users. Facilitate and consolidate procurement plan inputs from end users. Develop guidelines for demand market research and analysis. Provide SCM advice and guidance demand management in line with Treasury Regulations and prescripts to end users during development of specifications and terms of reference. Monitor progress on procurement plan and compile monthly and quarterly reports for presentation to management. Ensure bids documents are properly managed and filed.

ENQUIRIES APPLICATIONS : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
: Please forward your application, quoting the relevant reference number, to Hr.dddm11@misa.gov.za

POST 33/116 : **PROFESSIONAL ENGINEERS (CIVIL) REF NO: HR/PE/C/12 (X7 POSTS)**

SALARY CENTRE : R718 059 – R1 090 458 per annum (total cost package) (OSD)
: Gauteng (West Rand)
: Eastern Cape (OR Tambo- Mthatha) & (Chris Hani-Komani)
: Mpumalanga (Secunda)
: North West (Vryburg)
: Free State (Frankfort)
: Western Cape (George)

REQUIREMENTS : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng/ BTech Eng) or equivalent relevant qualification at NQF level 7 with Three (3) years post-qualification experience in Civil Engineering and registered as Professional Engineer/ Technologist with ECSA. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Support in the development, review and the implementation of municipal sector master plans.

ENQUIRIES APPLICATIONS : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
: Please forward your application, quoting the relevant reference number, to Hr.pec12@misa.gov.za

NATIONAL SCHOOL OF GOVERNMENT (NSG)

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



- APPLICATIONS FOR ATTENTION** : Principal: National School of Government, Private Bag X759, Pretoria, 0001
: Ms L Raseroka, HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
- CLOSING DATE** : 27 September 2019 at 17h00
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All shortlisted candidates will be subjected to personnel suitability on criminal record, citizen verifications, financial record checks, qualification/Study verifications, previous employment verification and also extend to social media accounts to align verifications to comments/behaviour by applicants. Shortlisted candidates may be required to write a test before the interviews. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. Applicants are requested to submit a new application/Z83 for each post they are applying for. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

OTHER POSTS

- POST 33/117** : **SENIOR EDUCATION TRAINING & DEVELOPMENT PRACTITIONERS REF NO: NSG 14/2019 (X4 POSTS)**
- SALARY CENTRE** : R470 040 per annum (Level 10) (plus competitive benefits cost to company).
: Pretoria
Induction Chief Directorate (X1 Post)
Leadership Training Chief Directorate (X1 Post)
Administration Chief Directorate (X1 Post)
Management Training Chief Directorate (X1 Post)
- REQUIREMENTS** : B Hons degree/equivalent in education training and development. Valid driver's license (Willing to travel and work after hours). Assessor (Unit standard 115753) qualification. Moderator (Unit standard 115759) qualification. Registered with the relevant SETA. 3- 5 years' experience in facilitation of training to adult learners and the design of training material. Experience and competence in ABET Training and ODET/DP Certificate or equivalent. Development and assessment of competencies aligned with SAQA requirements. Good understanding of the functioning of the Public Service and work. Wide knowledge of a range of study fields and the statutory framework in the Public Service. (Demonstrated ability to grasp current statutory prescripts & be able to draw on experience in studying existing and new legislation, obtaining opinions from legal counsel, enforcing adherence to requirements and advising on needed actions). Good understanding on the design and management of the process of developing course material and curriculum design. Excellent training facilitation skills. Good presentation skills. Coaching and mentoring skills. Excellent communication skills (Demonstrated ability to

Speak clearly and concisely, adapt style and wording to each listener and to explain complex issues to co-workers and learners). Good interpersonal skills. Research and report writing skills. Good problem solving skills. Good records management skills. Good Time Management skills and turnaround times. Project & Programme Management skills. Computer literate and demonstrated ability on the use of the MS Office suite in especially Power point and the design of presentations. Facilitate on-line training. Personal attributes: systematic, self-driven, Client focused, positive attitude, team player, and innovative and creative.

DUTIES

: Conduct research on latest training trends and to improve professional knowledge. Research on determination of training needs, evaluation techniques and training aids. Liaise with other training organizations in and outside the public service. Organise and provide training and assessment using a variety of methodologies. Present training. Facilitate on-line pre-and post-course activities and facilitate on-line training programmes. Prepare learners and the learning environment for effective learning. Recap knowledge to link to prior learning. Create strategies to encourage dialogue between all participants. Clarify the goals/outcomes of the learning activity, implement learning activities, and consolidate learning activities. Evaluate the learning process, guide, support, advise and mentor learners. Identify learners' needs. Analyse needs and decide on appropriate action. Provide appropriate opportunities for learners to practice skill and knowledge. Assess and/or moderate learner's competence. Identify learning gaps and possible coaching opportunities for individuals and groups. Prepare learners. Maintain an effective and efficient records management system. Maintain training records by documenting incidents and resolutions of problems. Submit training reports after training interventions. Organize and prioritize work on a daily basis. Provide inputs on the development of training materials and learning aids, monitoring & evaluation of courses. Advise on updating existing training courses, learning aids, techniques, methods, approaches and practices. Evaluate the effectiveness and state of material and learning aids. Provide advice on all aspects regarding the administration of training within departmental context. Provide weekly progress reports. Manage the work flow and quality of output. People and Resource Management. Respond to Audit reports. Provide budget inputs. Knowledge and application of legislative requirements. Ensure implementation of systems, procedure and processes.

ENQUIRIES

: Ms L Lepan: Induction at Tel No: (012) 441 6088, Ms S Arendt: Administration at ext. 6131, Dr M Paile: Leadership Training at ext. 6202 and Dr S Mohlokoane: Management Training at ext. 6868
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.

POST 33/118

: **ADMINISTRATOR: TRAINING LOGISTICS REF NO: NSG 15/2019 (X2 POSTS)**
Branch: Training Management and Delivery

SALARY CENTRE REQUIREMENTS

: R208 584 per annum (Level 06) (plus competitive benefits cost to company).
: Pretoria
: An appropriate grade 12 or equivalent. 0 – 1 years' administrative experience. Knowledge: Understanding of the public service. General knowledge of delivery of administrative / logistical support services. Knowledge of SCM procedures. Understanding of the public sector. General knowledge of client relations (how to engage and relate to clients). Good knowledge and understanding of a Training Environment in order to service the client effectively and efficiently. Competencies/skills High level of communication skills (Verbal & Written). Strong organising / planning skills. Strong logical thinking. Basic project management. Strong interpersonal skills. Problem solving skills. Accuracy. Computer literacy (MS Office). Personal Attributes: systematic, organised, accurate, attention to detail, dynamic, independent, flexible, willingness to learn, keep up with trends, possesses the ability to meet deadlines, honest, responsible, professional with a strong work ethic, a team player, self-driven and systematic. Ability to work with all staff and under pressure. Quality orientated, independent, client focused attitude, results driven and lots of initiative. Ability to maintain high level of confidentiality.

DUTIES

: Liaison with clients and service providers - Confirm bookings to clients and training providers with venue, dates, and facilitator details at least 5 working days before commencement of the event. Communication with clients and

service providers. Confirmation through the TMS to facilitators, departmental coordinators and follow ups made telephonically. Address training event challenges. Training event coordination and problem solving. Updating of training schedules and the Training System Record on a weekly basis. Co-ordination of course nomination and registration. E-learning co-ordination. Facilitate the reproduction of learning material – quality control and Stock levels of learning/course material monitored on a weekly basis. (Internal reproduction). Coordinate the reproduction of course material and resource CD's through the use of external service providers where applicable. (External reproduction). Facilitate dispatching of learning material to training venues - Pre-course materials dispatched at least ten (10) days before the event. Learning material (resources and all workbooks) checked and dispatched at least three (3) days before the event. Finding of venues and confirmation to the departmental coordinator through emails. Process procurement of venues and catering for training events/ facilitate the completion and assessment of SBD forms where applicable. Compilation of documents - Quotations from service providers obtained and SCM documents completed. Payment of providers - Compile payment advice for service provider and draft a memo where there is a deviation between the order invoices. Maintain financial control system to manage vote and cost of sale transactions- Excel spread sheet developed and updated daily. Coordinate the development and compilation of statistical reports- Source attendance registers from managers, sort them according to calendar event numbers, create monthly files and send copies of all registers to the Learner Database Management directorate. Record keeping of spread sheets for transactions with purchase order numbers and the other without order numbers such as payment of IICs and courier and update such records daily. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability.

ENQUIRIES

: Mr A Koloko, Tel No: (012) 441-6016
 In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.

POST 33/119

: **ADMINISTRATOR: LEARNER RECORDS REF NO: NSG 16/2019 (X3 POSTS)**
 Branch: Training Management and Delivery

SALARY CENTRE REQUIREMENTS

: R208 584 per annum (Level 06) (plus competitive benefits cost to company).
 : Pretoria.
 : An appropriate grade 12 or equivalent. 0 – 1 years' administrative experience. Knowledge: Understanding of the public service. General knowledge of delivery of administrative / logistical support services. Familiarity with NSG's training procedures and processes. Competencies/skills Strong organisational skills. Strong logical and analytical thinker. Strong interpersonal skills. Problem solving skills. Accuracy. Computer literacy (MS Excel, Word, PowerPoint). Possess a high level of communication and organization skills. Personal Attributes: systematic, organised, accurate, attention to detail, dynamic, independent, flexible, willingness to learn, keep up with trends, engage in relevant debates, possesses the ability to meet deadlines, honest, responsible, professional with a strong work ethic, a team player, self-driven and systematic. Ability to work with all staff and under pressure. Quality orientated, independent, client focused attitude, results driven and lots of initiative.

DUTIES

: Validate the content of registration forms received, Check the completeness of assignments/POEs received from different stakeholders, Communicate with clients on the submission due dates. Communicate with clients on number of POEs received from their delegates and extensions granted on assignments submission. Capture received POE's into the NSG TMS. Request updated information from clients, Complete and correct learner records captured on ETQA and NSG's systems, Complete and up to date filing system maintained for all NSG training delivery data, Conduct data quality checks on captured data and provide feedback to the data capturers. Provide the necessary system generated reports to users as required. Ensure complete records are maintained for audit purposes. Support internal and external auditors. Adhere to policies and procedures to ensure completeness of revenue, Ensure complete learner records are captured on TMS for invoicing. Generate invoice requests and send to finance for processing. Prepare and submit invoicing detail to finance. Collaborate with managers and administrators in Training Logistics to ensure timely and continues flow of case files for record keeping.

Maintain database for assessments received and processed by NSG, Maintain a system of complete and up to date records for all NSG assessments, Analyse reports received from Assessors and Moderators and respond to requests raised. Liaise with Contract Manager to ensure suitable assessors and moderators are utilized. Implement a rotation scheme for the utilisation of assessors and moderators. Liaise with assessors and moderators and follow up on progress made in assessment/ moderation, Attend to and resolve client requests and enquiries. Liaise with learners to ensure assignments are updated and documentation provided, Update TMS with submission details and learner results. Maintain confidential records of learner results and achievements according to set standards. Promote and implement Standards and Policies pertaining to the Assessment and Management of learner achievement, Develop and Implement a process of efficient learner records capturing. Update National database with correct learner achievements to enable external moderation, Prepare and submit reports to management, Maintain comprehensive and up to date registers of Certificates issued, Analyse reports received from assessment officers and prepare and print certificates. Prepare data for printing of NSG certificates of attendance, successful completion and competence. Liaise with learners and clients for delivery of certificates and dispatch NSG certificates and statements of results from external moderators. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability.

ENQUIRIES : Ms M Labuschagne Tel No: (012) 441-6315
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.

POST 33/120 : **CONTACT CENTRE AGENT REF NO: NSG17/2019 (X3 POSTS)**

SALARY : R208 584 per annum (Level 06) (plus competitive benefits cost to company).
CENTRE : Pretoria.

REQUIREMENTS : Grade 12 or equivalent. Experience: 0 – 1 years' experience in a contact centre environment. Competencies/Skills: Good verbal and written communication skills. Proficient in relevant computer applications. Interpersonal skills. Customer Service experience. Problem solving skills. Problem analysis. Time management skills. Ability to work efficiently and effectively at all times. Knowledge: Good knowledge of client relations (how to engage and relate to clients). Understanding of the public sector. Good knowledge and understanding of the NSG in order to service the client effectively and efficiently. Computer literacy (MS Excel, Word, PowerPoint). Reasonable expertise in the field of contact centre operations. Relevant product knowledge. Personal attributes: Adaptability. Team player. Self-driven. Attention to detail.

DUTIES : Support and provide superior services via phones, emails and faxes as receiver and caller. Use questioning and listening skills that support effective telephone communication. Use an effective approach to handle special telephone tasks like call transfers, taking messages, call backs, holds, interruptions and unintentional disconnections. Understand the impact of attitude in handling calls professionally. Effectively deal with job stress, angry callers and upset customers. Use the most appropriate way to communicate with different behaviour types on the telephone. Apply elements of building positive rapport with different types of customers over the phone. Apply the proper telephone etiquette to satisfy customer situations. Apply appropriate actions to effectively control a telephone call. Meet commitments to customers. Provide customers with product and service information. Follow up customer calls where necessary. Capture and record interaction details for reporting purposes. Create product awareness to all National, Provincial, Local Government departments and state owned institutions. Investigate clients' complaints and resolve by providing regular feedback. Identify and escalate priority issues. Attend to requests and nominations received via fax, email, walk-ins and referrals from all departments. Generate quotations according to the required norms and standards. Create case files for confirmed courses and generate calendar ID and link it to the relevant course event. Add course venue on TMS by capturing client details. Maintenance of Training Calendar. Calculate the contribution on courses with less than 20 participants. To follow up on all near lapsing quotations. Manage the lead time for effective and efficient course delivery. Engage in the process of course cancellation and postponements. Acknowledge receipt of bookings forms via email, fax or telephonically. Capture the nomination list as provided by the client before

ENQUIRIES

commencement of the course. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability.

: Mr A Raaths Tel No: (012) 441 6314

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

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.

<u>APPLICATIONS</u>	:	e-mail to Recruit.ALM@treasury.gov.za
<u>CLOSING DATE</u>	:	27 September 2019 at 12:00 pm
<u>NOTE</u>	:	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 full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). 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 to fill the below-mentioned posts.

OTHER POST

<u>POST 33/121</u>	:	<u>ANALYST: GENERAL SECTOR REF NO: S088/2019</u> (Fixed-Term Contract: Twelve (12) Calendar Months) Division: Asset and Liability Management Division (ALM) Purpose: To assist with oversight over national government business enterprises (SOEs within the mining and minerals sector) in the participation of policy development pertaining to the restructuring of SOEs within the general sector.
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<u>SALARY</u>	:	R376 596 per annum (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum National Diploma / Degree in Finance / Economics, a minimum 2 to 3 years' experience obtained in finance, Knowledge of financial management, mergers and acquisitions, strategy on economic regulation.
<u>DUTIES</u>	:	Restructuring of SOEs: Review of the restructuring/turnaround plans of the SOEs in the general sector, Participate in the restructuring of SOEs in the general sector with other departments Assist with oversight on outputs SOEs: Analyse the financial statements and corporate plans of the SOEs in the general sector, Review legislation, sector policy and framework for economic regulation, Analyse the alignment of the corporate plans of SOEs in the general sector to policy objectives, Analyse industry structure and trends in the general sector, Assist with oversight of SOEs in the general sector Alignment of PFMA determinations: Assist with the analysis and drafting of responses for deviation of determinations within the PFMA for SOEs within the general sector Assist with analysis on provision of contingent liabilities Assist with the analysis and drafting of responses to guarantee requests from SOEs in the general sector Assist on the determination of SOEs capital structures: Analyse the extent to which SOEs in the general sector need to be recapitalised, Analyse the extent to which SOEs in the general sector could pay dividends to government.
<u>ENQUIRIES</u>	:	Ms Caroline Modibane Tel No: (012) 315 5092

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.



- APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211 or hand deliver applications to the: Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.
Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaaitjie Drive, Room B107, Kimberley.
Free State: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town, 8000 or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre, 30 Queen Victoria street, Cape Town.
- CLOSING DATE** : 27 September 2019
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form must be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification must not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

MANAGEMENT ECHELON

- POST 33/122** : **DIRECTOR: COURT OPERATIONS (X2 POSTS)**
- SALARY** : R1 057 326 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape Provincial Ref No: 2019/569/OCJ (Candidates who previously applied are encouraged to re-apply)
 Western Cape Provincial Ref No: 2019/570/OCJ
- REQUIREMENTS** : An under graduate qualification (NQF 7) as recognized by SAQA. 5 years' experience at middle/senior management level. Experience in Court Management will be an added advantage. A valid driver's licence. Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communications.

DUTIES : Manage administrative support to courts in the division of the High Court. Manage the provisioning of library and research. Manage case and courts records. Manage quality assurance and auxiliary services. Manage, monitor and evaluate the functioning of courts in the division of the High Court. Manage the utilization of resources.

ENQUIRIES : Northern Cape: Ms S Ruthven Tel No: (053) 807 2733
Western Cape: Ms M Baker Tel No: (021) 469 4000

OTHER POSTS

POST 33/123 : **LAW RESEARCHER REF NO: 2019/571/OCJ**
(3 Year Contract)

SALARY : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE : Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS : An LLB degree or four year recognized legal qualification; 1-year relevant legal experience; A valid driver's licence will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organising ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.

DUTIES : Conduct legal research as required by the Judges and other personnel of the Court; Perform proof reading functions, drafting of speeches, legal articles and conference; Monitoring and bringing to the attention of Judges of the Court recent developments in case law and jurisprudence; Checking judgements for style and accuracy in citations; Conduct research as required by the Judge President's office which includes inter alia, writing competent research memorandums; Perform quasi-judicial functions; attend to additional duties as assigned.

ENQUIRIES : Ms M Luthuli Tel No: (051) 406 8191

POST 33/124 : **STATE ACCOUNTANT REF NO: 2019/572/OCJ (X2 POSTS)**
(Contract Valid Until 31 March 2020)

SALARY : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga High Court (Mbombela)

REQUIREMENTS : A three-year National Diploma/Degree in Finance/Accounting Management /or relevant equivalent NQF 6 as recognised by SAQA. A minimum of three (3) years relevant experience. Skills and Competencies: Analytical and interpretation, Honest and open minded, presentable/Acceptable, Analytical, meeting of deadline, Assertiveness, Communication and interpersonal relations.

DUTIES : Payments to creditors and suppliers within the prescribe period as per Treasury Regulation. Clearing of Bank/PMG exemption on a monthly basis. Compiling of the Departmental and Commercial bank reconciliation. Reconciliation of General Ledger/Suspense account on a monthly basis. Compile and capture journals for misallocation.

ENQUIRIES : Mr V Maeko/ Mr M Jele Tel No: (082) 309 0910 (061) 854 0328

POST 33/125 : **CONTRACT HUMAN RESOURCE CLERK REF NO: 2019/574/OCJ**
(Contract Valid Until 31 March 2020)

SALARY : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga High Court (Mbombela)

REQUIREMENTS : Grade 12 certificate or equivalent. Knowledge of registry duties, practices as well as the ability to capture data. Working knowledge of storage and retrieval procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Skills and Competencies: Computer literacy. Planning and organising. Communication (verbal and written). Interpersonal relations and Flexibility.

- DUTIES** : Implement human resource administration activities, Recruitment and Selection (Advertisements, Appointments, Transfers, verification of qualifications, secretariat functions at interviews). Implement conditions of services (Leave, Housing, Medical and, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR etc.), Performance Management, Termination of service.
- ENQUIRIES** : Mr V Maeko/ Mr M Jele Tel No: (061) 854 0328/ 082 309 0910
- POST 33/126** : **ACCOUNTING CLERK REF NO: 2019/575/OCJ (X2 POSTS)**
(Contract Valid Until 31 March 2020)
- SALARY** : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga High Court (Mbombela)
- REQUIREMENTS** : Grade 12 or equivalent. The following will serve as an added advantage: a three-year National Diploma (NQF Level 6) in Accounting, 0-2 years' experience in Salary and Payroll/Financial Accounting will be an advantage
Skills and Competencies: Good communication, Planning and organising skills. Be able to pay attention to detail and work within deadlines. Proven Computer literacy, including MS Word & MS Excel. Behavioural Competencies: Ability to adapt to Change (Flexibility), Ability to interpret policies and legislations; Client and customer orientated; Ability to analyse information, identify and solve problems, and able to work under pressure; Good interpersonal skills.
- DUTIES** : Capturing S&T claims, journals and BAS payments, sorting of payroll certificates, filing of documents and capturing salary related transactions.
- ENQUIRIES** : Mr V Maeko/ Mr M Jele Tel No: (082) 309 0910 (061) 854 0328
- POST 33/127** : **ADMINISTRATION CLERK (DCRS) REF NO: 2019/576/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeal Court: Western Cape Division
- REQUIREMENTS** : Grade 12 or equivalent qualification; 0-2 years relevant experience will be an added advantage. Skills and Competencies: Computer literacy (MS Word); Good problem solving skills; Accuracy and attention to detail; Operational knowledge of operating DCRS/CRT machine.
- DUTIES** : Perform digital recording of Court proceedings and ensure integrity of such documents; Document scanning and data capturing, provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.
- ENQUIRIES** : Ms M Baker Tel No: (021) 469 4000
- POST 33/128** : **MESSENGER REF NO: 2019/577/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeal Court: Johannesburg
- REQUIREMENTS** : Grade 10 or equivalent. Valid driver's license and Grade 12 will serve as an added advantage. Skills and Competencies: Must be computer literate (Microsoft Office), Sound organizational skills. Basic written communication skills. Behavioural Competencies: Good interpersonal skills, Client orientation and customer focus, Time management and ability to work under pressure, and Flexibility.
- DUTIES** : Perform messenger duties, perform general office assistant tasks, Sort and arrange correspondences in the registry, Collect, distribute and circulate correspondences.
- ENQUIRIES** : Ms T Mbalekwa/Mr V Mabetlela Tel No: (010) 335 0404/ 010 494 8515
- POST 33/129** : **FOOD SERVICE AID REF NO: 2019/578/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeal Court: Johannesburg
- REQUIREMENTS** : Grade 10 or equivalent. The following will serve as an added advantage: Two (2) years appropriate experience and relevant knowledge as a Food Service

- DUTIES** : Aid, previous experience in hospitality environment and a Grade 12. Skills and Competencies: Good verbal communication skills and good work ethics.
: Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safe keeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor.
- ENQUIRIES** : Ms T Mbalekwa/Mr V Mabetlela Tel No: (011) 335 0404/ 010 494 8515
- POST 33/130** : **SECURITY OFFICER REF NO: 2019/579/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : Grade 12. The following will serve as an added advantage: Three years' applicable experience; PSIRA, Grade A Certificate, firefighting Certificate, First Aid Certificate, Safety certificate(SAMTRAC) and a Valid Driver's license.
- DUTIES** : Responsible for the control of access to the public premises and vehicle act, 53 of 1985, Maintain proper record keeping (all security registers), Check functionality of all security equipment, Monitor CCTV, Control of keys, working shifts, Conduct security risk assessment and report security breaches, Check functionality of the X-Ray Machines.
- ENQUIRIES** : Ms T Mbalekwa/Mr V Mabetlela Tel No: (011) 335 0404/ 010 494 8515

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates with disabilities and those residing in deep rural areas and farms are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034. Emailed applications will not be considered.
- CLOSING DATE** : 30 September 2019
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae, certified copies of all certificates and Identity Document copy and academic transcript/ record. 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. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service and must not be older than 35 years. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified.

OTHER POSTS

- POST 33/131** : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: DOT/HRM/66**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized NQF Level 6/7 in Supply Chain Management / Logistics / Purchasing or related field as recognised by SAQA with at least 5 years' experience in supply chain management (Logis and/or Assets) of which at least 3 years are at middle management level. Preference will be given to candidates with the following knowledge and skills: In-depth knowledge of the PFMA and Treasury Regulations relating to supply chain management, the PPPFA and supply chain management prescripts is essential. Specific experience relating to the management of Logis commitments and accruals will be an added advantage. The applicant must have a high-level computer literacy, communication skills (verbal and written), interpersonal, co-ordinating and organising skills.
- DUTIES** : The incumbent will be required to maintain (periodic reviews) logistics and asset management related policies and procedures, such as the Asset Management policy, inventory policy and Disposal Strategy and oversee and ensure the implementation of the policies and procedures. The incumbent will be responsible to manage and oversee two section that are responsible for logistics and asset management. Major ongoing duties include: Manage the Logis section and oversee the issuing of orders and payments to suppliers. Ensure the correctness of the Logis commitments register and Logis accrual register. Oversee leasing contract. Oversee the management of store and the receipt and distribution of inventory. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconcile the assets register to transactions on the Basic Accounting System (BAS). The incumbent will be a members or advisor to the Loss Control Committee and the Disposal Committee. Prepare annual performance plans for the component and supervise staff.
- ENQUIRIES** : Ms R de Villiers Tel No: (012) 309-3248

INTERNSHIP PROGRAMME: 2020-2022 FINANCIAL YEARS

OTHER POSTS

- POST 33/132** : **OFFICE OF THE MINISTRY INTERNS REF NO: DOT/HRD/2019/01 (X2 POSTS)**
Branch: Office of the Minister
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Bachelor's Degree/ Diploma in Public Administration/Political Science/ Transport Economics.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/133** : **RISK MANAGEMENT REF NO: DOT/HRD/2019/02**
Branch: Office of the Director General)
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Bachelor's Degree or Diploma in Risk Management/Internal Audit.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/134** : **OFFICE OF THE DIRECTOR – GENERAL: ADMINISTRATION REF NO: DOT/HRD/2019/03**
Branch: Office of the Director General)
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Degree/ Diploma in Public Administration or Office Management.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/135** : **STRATEGIC PLANNING AND MONITORING REF NO: DOT/HRD/2019/04**
Branch: Office of the Director General
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Degree/Diploma in Public Management/Public Administration/Strategic Management. A postgraduate qualification will be added advantage.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/136** : **ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: DOT/HRD/2019/05**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
National Diploma in Organisational & Work Study / Management Services/ Operations or Production Management.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

- POST 33/137** : **CHANGE MANAGEMENT REF NO: DOT/HRD/2019/06**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
degree/Diploma in Change Management/ Organisational Development/
Industrial Organisational Psychology.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/138** : **EMPLOYEE HEALTH & WELLNESS REF NO: DOT/HRD/2019/07**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Bachelor's Degree/Diploma in Psychology/ Behavioural Science/ Safety
Management or related qualification.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/139** : **HUMAN RESOURCE DEVELOPMENT & PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM INTERNS REF NO: DOT/HRD/2019/08 (X3 POSTS)**
Branch: Office of the Chief Operations Officer
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Bachelor/Diploma in Human Resources Management /Human Resources
Development/ Performance Management.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/140** : **EMPLOYEE RELATIONS: REF NO: DOT/HRD/2019/09**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Bachelors/Diploma in Labour Relations or Labour Law.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/141** : **HUMAN RESOURCE MANAGEMENT & ADMINISTRATION REF NO: DOT/HRD/2019/10**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE REQUIREMENTS** : Pretoria
Degree/ Diploma in Human Resource Management.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/142** : **FACILITIES MANAGEMENT REF NO: DOT/HRD/2019/11**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria

- REQUIREMENTS** : Bachelor's Degree/Diploma in Public Administration / Information Management.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/143** : **TRAVEL MANAGEMENT REF NO: DOT/HRD/2019/12**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor/Diploma in Finance and MS Computer package.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/144** : **SECRETARIAT SERVICES REF NO: DOT/HRD/2019/13**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Diploma/Degree in Public Management or relevant qualification.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/145** : **INTERNATIONAL RELATIONS REF NO: DOT/HRD/2019/14**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/ Diploma in Political Science / International Relations / International Law.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/146** : **LEGISLATIONS REF NO: DOT/HRD/2019/15**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB/B Proc/B. Juris.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/147** : **GRAPHIC DESIGN REF NO: DOT/HRD/2019/16**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/Diploma in Graphic Design/Fine Arts.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/148** : **ONLINE MEDIA/SOCIAL MEDIA REF NO: DOT/HRD/2019/17**
Branch: Office of the Chief Operations Officer
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria
: Bachelor's Degree/Diploma in Digital Marketing/ Advertising/ Journalism/Communications/ Web Development.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/149 : **SUPPLY CHAIN MANAGEMENT INTERNS REF NO: DOT/HRD/2019/18 (X2 POSTS)**
Branch: Office of the Chief Financial Officer
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria
: Bachelor's Degree/Diploma in Supply Chain Management/ Logistics / Purchasing.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/150 : **INTERNAL CONTROL AND COMPLIANCE REF NO: DOT/HRD/2019/19**
Branch: Office of the Chief Financial Officer
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria
: Bachelor's Degree/Diploma in Finance/ Internal Auditing.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/151 : **FINANCIAL ADMINISTRATION INTERNS REF NO: DOT/HRD/2019/20 (X2 POSTS)**
Branch: Office of the Chief Financial Officer
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria
: Bachelors' Degree/Diploma in Accounting/Financial Management.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/152 : **ROAD ENGINEERING STANDARDS REF NO: DOT/HRD/2019/21**
Branch: Road Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria
: Bachelor's Degree/ Diploma in Disaster Management/ Environmental Management/Environmental Engineering. GIS/Computer Literacy will be an added advantage.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/153 : **RURAL & NON-MOTORISED TRANSPORT INTERN: REF NO: DOT/HRD/2019/22 (X2 POSTS)**
Branch: Road Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS : Pretoria
: Bachelor's Degree/ Diploma in Transport Planning/ Developmental Studies.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/154 : **ROAD SAFETY PROMOTIONS REF NO: DOT/HRD/2019/23**
Branch: Road Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/ Diploma in Marketing or Transport Management.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/155 : **MARITIME SECURITY REF NO: DOT/HRD/2019/24**
Branch: Maritime Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/Diploma in Security Management / Risk Management/ Maritime Studies.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/156 : **MARITIME INDUSTRY DEVELOPMENT REF NO: DOT/HRD/2019/25**
Branch: Maritime Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/ Diploma in Maritime Studies.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/157 : **MARITIME SAFETY REF NO: DOT/HRD/2019/26**
Branch: Maritime Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/ Diploma in Safety Management / Maritime Studies / LLB.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/158 : **MARITIME FREIGHT LOGISTICS REF NO: DOT/HRD/2019/27**
Branch: Maritime Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/Diploma in Maritime Studies.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/159 : **AIR TRANSPORT: BILATERAL AFFAIRS REF NO: DOT/HRD/2019/28**
Branch: Civil Aviation
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/Diploma in International Relations.

ENQUIRIES : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/160 : **PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRD/2019/29**
Branch: Civil Aviation
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS ENQUIRIES : Pretoria
: Bachelor's Degree/ Diploma in any other Aviation qualification.
: Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/161 : **SEARCH & RESCUE REF NO: DOT/HRD/2019/30**
Branch: Civil Aviation
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS ENQUIRIES : Pretoria
: Bachelor's Degree/ Diploma in International Relations/ International Law. Communications and Project Management will be an added advantage.
: Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/162 : **RAIL POLICY & STRATEGY DEVELOPMENT REF NO: DOT/HRD/2019/31**
Branch: Rail Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS ENQUIRIES : Pretoria
: Post Graduate Degree in Policy Studies. Research Module will be an added advantage.
: Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/163 : **RAIL SAFETY REGULATIONS REF NO: DOT/HRD/2019/32**
Branch: Rail Transport
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS ENQUIRIES : Pretoria
: Bachelors of Law/LLB.
: Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/164 : **BLACK ECONOMIC EMPOWERMENT REF NO: DOT/HRD/2019/33**
Branch: Integrated Transport Planning
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS ENQUIRIES : Pretoria
: Bachelor's Degree in Social Sciences / Public Administration.
: Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

POST 33/165 : **REGIONAL CORRIDOR REF NO: DOT/HRD/2019/34**
Branch: Integrated Transport Planning
(24 Months)

STIPEND : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE REQUIREMENTS ENQUIRIES : Pretoria
: Bachelor's Degree/ Diploma in International Relations.
: Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

- POST 33/166** : **RESEARCH REF NO: DOT/HRD/2019/35**
Branch: Integrated Transport Planning
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Honours Degree in Transport related studies e.g. Transport Economics/ Town and Regional Planning or B Com in Transport Planning with Research.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/167** : **STATISTICAL ANALYSIS REF NO: DOT/HRD/2019/36**
Branch: Integrated Transport Planning
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Statistics/ Mathematics.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/168** : **INFORMATION SYSTEM REF NO: DOT/HRD/2019/37**
Branch: Transport Information Systems
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/ Diploma in Information Technology.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/169** : **ICT INFRASTRUCTURE REF NO: DOT/HRD/2019/38**
Branch: Transport Information Systems
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/Diploma in Information Technology.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/170** : **DATABASE ADMINISTRATION REF NO: DOT/HRD/2019/39**
Branch: Transport Information Systems
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/Diploma in Information Technology or Computer Science.
- ENQUIRIES** : Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383
- POST 33/171** : **KNOWLEDGE MANAGEMENT REF NO: DOT/HRD/2019/40**
Branch: Transport Information Systems
(24 Months)
- STIPEND** : R6 100.00 according to qualifications of each intern. The higher the qualification, the higher the stipend.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/ Diploma in Library & Information Science, Information Management or Knowledge Management.

ENQUIRIES

: Ms K. Letsoalo Tel No: (012) 309 3456 and Ms M Mabitsela, Tel No: (012) 309 3383

DEPARTMENT OF WATER AND SANITATION

MANAGEMENT ECHELON

- POST 33/172** : **CHIEF DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: 270919/01**
Re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (All inclusive package)
: Pretoria Head Office
: An appropriate undergraduate qualification at NQF level 7. Five (5) to ten (10) years' experience in a Compliance Monitoring / Enforcement / Regulatory environment of which five (5) years must be at senior management level. A broad understanding of the National Water Act, Water Services Act and related legislation. Knowledge and understanding of the National Environmental Management Act (NEMA), Specific Environmental Management Acts (SEMA), Disaster Management Act and Regulations. Strategic capability and leadership skills programme and project management skills, financial management skills, change management skills, people management and empowerment, client orientation and customer focus. Accountability and ethical conduct.
- DUTIES** : The development of and implementation of Compliance Monitoring and Enforcement regulatory strategies, regulations, norms, standards operating procedures and guidelines. Liaise with relevant stakeholders on transversal related regulatory matters. Monitor Dam safety compliance. Ensure effective compliance monitoring of all water uses with legislation. Develop and implement guidelines and standard operating procedures for compliance monitoring across the water sector. The directing of enforcement of non-compliance to National Water Act. Support investigations in line with the criminal procedure act for possible prosecution including reporting and decision making regarding further appropriate enforcement action. Support investigators to ensure successful criminal prosecution (Liaise with SAPS and NPA. Facilitate recovery of costs where works are executed. Ensure the provision of systems, training and support to Regions, Water Management Institutions Water Services Institutions and EMI network. Facilitate integration with other applicable regulatory databases such as e WULA and WARMS.
- ENQUIRIES APPLICATIONS** : Mr Anil Singh Tel No: (012) 366 7531
: Pretoria Head Office: 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 CLOSING DATE** : Ms L Mabile
: 27 September 2019

OTHER POSTS

- POST 33/173** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 270919/02**
Branch: Planning and Information Management
SD: Office of the DDG
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12) (All inclusive salary package)
: Pretoria Head Office
: A three year Degree in Public Management / Public Administration / Business Management / Project Management. Three (3) to Five (5) years relevant experience in the water and sanitation sector. Knowledge and experience in Monitoring and Evaluation processes and prescripts. Experience/ exposure to the facilitation of strategic and business planning process. Knowledge of business management principles. Knowledge of strategic planning, financial resource allocation and human resources. Knowledge of Public Service act, Regulations, Public Finance Management Act. Project management skills, financial management skills, change management skills and knowledge Management skills. Service delivery innovation (SDI), problem solving and analysis. People Management and Empowerment. Client Orientation and

Customer Focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Facilitation of strategic and business planning process for the Branch: Planning and Information Management. Consolidate inputs into strategic plan, annual performance plan (APP) and operational plan for the Branch/Component. Coordinate and analyse the performance and other reports for the Branch on a monthly basis and as required. Conduct monitoring, sites visits, capturing, analysing and reporting of monitoring data. Compile budget needs for the Branch into Estimates of National Expenditure (ENE) as well as adjustments. Coordinate and compile in-year-monitoring reports. Coordinate risk management activities and the development of demand management plan as well as audit action plans. Manage the relationship with other stakeholders on the implementation of monitoring and evaluation function.

ENQUIRIES APPLICATIONS : Ms MC Mokhele Tel No: (012) 336 8284
: Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Ms L Mabile

CLOSING DATE : 27 September 2019

POST 33/174 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING (WTE) REF NO: 270919/03**
Branch: Chief Operations Office Northern Cape
Div: Management Accounting

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Kimberley
: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant Financial experience. Three years' experience at supervisory level. Practical experience in Governmental financial systems (SAP and PERSAL). A valid Driver's license (certified copy must be attached). Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, guidelines, the Public Service Anti-Corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge and experience in clerical procedures and systems. Principles and practice of financial accounting, Human Resource Management Legislation, policies. Provide a framework for managing performance information. Behavioural Competencies may include people and diversity management, client orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical Conduct.

DUTIES : Management of revenue, inclusive of billing, CRM and outstanding debt. Manage Tariff determination process within the Region. Attend meetings with strategic customers as part of managing revenue. Compile and submit monthly revenue reports. Handle payments in suspense account and do follow up on outstanding debt. Compliance and reporting on financial indicators. Compiling and capturing of trading account budget. Fund shifting of budget allocations. Certification of payrolls. Approval of WTE sundry payments and Supply Chain payments on LOGIS. Monthly Financial Accounting Reporting on payments. Approval of journals. Supervise and evaluate personnel.

ENQUIRIES APPLICATIONS : Mr S J Malan Tel No: (053) 830 8800
: Kimberley: Please forward your application, quoting the post reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION CLOSING DATE : Ms C Du Plessis
: 27 September 2019

POST 33/175 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (WTE) REF NO: 270919/04**
Branch: Chief Operations Office Northern Cape
Div: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Kimberley
: A relevant tertiary qualification at NQF level 7. Three (3) years' experience in Supply Chain Management. Three (3) years' experience at supervisory level.

Practical working experience on the SAP and LOGIS system. Practical experience in Contract Management. A valid Driver's license (certified copy must be attached). Knowledge of policy development and implementation. Knowledge of organizational and government structures. Knowledge of Government legislation. Knowledge and understanding of Supply Chain Management Regulations, practice notes, circulars and policy frameworks, PFMA and Broad Based Black Economic Empowerment Act of 2003. Knowledge of strategic sourcing. Financial management skills. Practical knowledge of programme and project Management. Knowledge of relationship management. Problem solving and analytical skills. Client orientation and customer focus. Good communication skills both written and verbal. Accountability and ethical conduct. The incumbent must be willing to travel.

DUTIES : Management of the Supply Chain Unit inclusive of Demand, Acquisition, Logistics and Disposal. Evaluation of quotations. Processing of documents to logistics for creation of purchase orders. Provide regular feedback to database management on the performance of suppliers. Disposal management of redundant and unserviceable goods. Manage stock and non-fixed stock items. Maintain the database of redundant goods. Administrate sales according to tender and facilitate demand management. Compilation of CMA demand plans. Conduct specification analysis, market and commodity research and contract management. Maintain PSP database. Management of contract appointment processes. Assist with yearly asset verification. Ensure compliance to the PFMA. Attend to audit queries related to SCM. Be able to provide all SCM reports that are required on ad hoc basis. Monthly compliance reporting. Facilitate training and career development of staff.

ENQUIRIES APPLICATIONS : Mr S J Malan Tel No: (053) 830 8800
 : Kimberley Please forward your application, quoting the post reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION CLOSING DATE : Ms C Du Plessis
 : 27 September 2019

POST 33/176 : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT (WTE) REF NO: 270919/05**
 Branch: Chief Operations Office Northern Cape
 Div: Management Accounting

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Kimberley
 : A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant experience in financial matters. Practical experience of the SAP system. A valid Driver's Licence (A certified copy must be attached). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations and the Division of Revenue Act (DORA). Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge and understanding of revenue management policies and procedures. Provide a framework for managing performance information. Problem solving and Analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Willingness to travel extensively.

DUTIES : Verifying and approving of bank deposits. Check revenue submissions pertaining to customer accounts. Release adjustments. Verify water readings. Conduct enquiries on the SAP system. Verification of debt letters and recovery plans. Print age analysis. Attend meetings. Capturing of journals on the SAP system. Approval of subsistence and travel claims and other PERSAL related transactions. Payroll reporting and quality assurance on telephone statements. Sign-off documents registries on transactions filed. Supervision of staff.

ENQUIRIES APPLICATIONS : Ms C Du Preez Tel No: (053) 830 8800
 : Kimberley: Please forward your application, quoting the post reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION CLOSING DATE : Ms C Du Plessis
 : 27 September 2019

POST 33/177 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 270919/06**
Branch: Corporate Management
Dir: Employee Performance Management
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Human Resource Development or equivalent. Three (3) to five (5) years' experience in a Human Resource Development environment. Knowledge of administrative procedures. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge and experience of PMDS issues. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge management skills. Problem solving, analysis, people, diversity management, client orientation, customer focus skills. Good communication skills.

DUTIES : Facilitate the implementation of PMDS. Conduct PMDS training and awareness sessions. Render administration on the management of the PMDS in the Department. Ensure compliance in terms of PMDS policies and information. Provide feedback on identified administrative gaps. Ensure the alignment of individual performance agreement with business plan. Provide assistance in the development of performance agreements. Implementation of workplace skills plan. Conduct work skills plan workshop national and regions. Conduct training needs analysis to develop new training programs. Develop new training programmes. Modify existing programmes where applicable. Analyze skills development gaps. Facilitate the implementation of ABET.

ENQUIRIES : Ms N Myeni Tel No: (012) 336 7753
APPLICATIONS : Pretoria Head Office: 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 L Mabile
CLOSING DATE : 27 September 2019

POST 33/178 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: 270919/07**
Branch: Chief Operations Office Northern Cape
SD: Compliance Monitoring

SALARY : R272 739 per annum (OSD)
CENTRE : Kimberley
REQUIREMENTS : National Diploma in Environmental Management/Natural Sciences. Knowledge and practical experience in the field of water quality management and industrial, agricultural, mining processes, wastewater treatment process and related technologies will be an added advantage. A valid driver's license (attach certified copy). Good computer literacy, verbal and writing skills. Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation such as NEMA. Knowledge and experience of Water Quality Management. Understanding of prevailing principles of Integrated Water Resource Management and Catchment Management. Good communication skills both written and verbal. Willing to travel extensively and work irregular hours.

DUTIES : Implement and monitor compliance of water programs in the water sector. Plan and coordinate intervention for poor performance in the water sector. Apply policy strategies on Water Regulation to ensure that principles and legal aspects are complied with by all water users as set up in the national Water Act and National Water Services Act. Provide professional advice to local authorities, mines, industries and agricultural sectors. Evaluate Environmental Management Plans and Environmental Impact Assessments to ensure protection of the water resources. Address non compliances to conditions of Water Use licenses. Perform general and audit inspections throughout all sectors within the Northern Cape Provincial Office's area of responsibility. Enforce compliance to water legislation and water service requirements.

ENQUIRIES : Mr GSDT Van Dyk Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please forward your application, quoting the post reference number to The Provincial Head, Department of Water and Sanitation, Private Bag

FOR ATTENTION
CLOSING DATE

X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield,
Kimberley, 8301.
:
Ms C Du Plessis
:
27 September 2019

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

CLOSING DATE : 04 October 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 33/179 : **OPERATIONAL MANAGER: SPECIALTY: PNB-3 (PAEDIATRICS) REF NO: H/O/23**

SALARY : R562 800 per annum (OSD)

CENTRE : Pelonomi Tertiary Hospital, Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Paediatric Nursing Science, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification
Knowledge and Skills: Knowledge of the Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nursing. Computer Literacy. Compliance with the educational qualification, statutory requirements and competencies for the job level.

DUTIES : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Speciality Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional/ legal framework. Provision of effective support Nursing Service. Coordination of provision of effective training and research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of human resource. Ensure the implementation of Child Health Programs. Provide holistic nursing care to National Core Standards and Ten Point Plan. Management of Assets. Identify, manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.
FOR ATTENTION : Me F.M Lethoo

POST 33/180 : **OPERATIONAL MANAGER: SPECIALTY: PNB-3 (OBSTETRICS AND GYNAECOLOGY) REF NO: H/O/24**

SALARY : R562 800 per annum (OSD)
CENTRE : Pre Natal Ward: Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology, accredited with SANC. A minimum of 9 years appropriate/ recognizable experience in Nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1- year post –basic qualification .Knowledge And Skills: Valid driver's license. Experience in National Core Standards and Management of Information. Good interpersonal and communication skills. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources (Human and material). Participation with training and research. Provision of support to nursing service, maintain professional growth/ethical standard and self-development. Overall management of maternity unit within the hospital setup. Manage patients according to National Core Standards and Scope of Nursing Practice. Formulate and develop operational policies and guidelines and operational plans. Cooperate, liaise and communicate with all stakeholders.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.
FOR ATTENTION : Me F.M Lethoo

POST 33/181 : **OPERATIONAL MANAGER: SPECIALTY PNB-3**

SALARY : R562 800 per annum (OSD)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
Trauma: Ref No. H/O/25
Casualty: Ref No: H/O/26

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Trauma and Basic Life Support, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification Knowledge and Skills: A post-basic qualification in Health Care Management will be an added advantage. At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies / knowledge / skills / leadership / ward management / ward administration / planning / organizing / coordination and communication skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care plan. Coordinate and monitor the implementation of National Core Standards, Nursing strategy and departmental strategic goals. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). 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. Management of information system. Detailed key performance areas can be obtained from contact person.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940

APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

FOR ATTENTION : Me F.M Letlhoo

POST 33/182 : **OPERATIONAL MANAGER: SPECIALTY PNB-3 (ORTHOPAEDICS) REF NO: H/O/27**

SALARY : R562 800 per annum (OSD)

CENTRE : Pelonomi Tertiary Hospital, Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post- basic nursing qualification with a duration of at least one year, accredited with the SANC in Orthopaedic Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Proof of service record. Knowledge and Skills: A post basic qualification in Health Care Management will be an added advantage At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies / knowledge / skills / leadership / management / administration / planning / organizing / coordination and communication skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. Coordinate and monitor the implementation of Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Management of patient information systems, e.g. DHMIS. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). 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. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940

APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital Private Bag X20581, Bloemfontein, 9300.

FOR ATTENTION : Me F.M Letlhoo

POST 33/183 : **OPERATIONAL MANAGER: SPECIALTY PNB-3 (OCCUPATIONAL HEALTH AND SAFETY) REF NO: H/O/28**

SALARY : R562 800 per annum (OSD)

CENTRE : Pelonomi Tertiary Hospital, Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post- basic nursing qualification with duration of at least one year, accredited with the SANC in Occupational Health and Safety. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Proof of service record. Knowledge and Skills: A post basic qualification in Health Care Management will be an added advantage At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies / knowledge / skills / leadership / management / administration / planning / organizing / coordination and communication skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. Coordinate and monitor the implementation of Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Management of patient information systems, e.g. DHMIS. Maintain constructive working relationship

with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). 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. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES APPLICATIONS : Me M.C Molefe Tel No: (051) 405 1940
 : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

FOR ATTENTION : Me F.M Lethoo

POST 33/184 : **OPERATIONAL MANAGER: SPECIALTY PNB-3 (ICU) REF NO: H/O/29**

SALARY CENTRE REQUIREMENTS : R562 800 per annum (OSD)
 : Pelonomi Tertiary Hospital, Bloemfontein
 : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post- basic nursing qualification with duration of at least one year, accredited with the SANC in Critical Care ICU. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Proof of service record. Knowledge and Skills: A post basic qualification in Health Care Management will be an added advantage At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies / knowledge / skills / leadership / management / administration / planning / organizing / coordination and communication skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. Coordinate and monitor the implementation of Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Management of patient information systems. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). 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. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES APPLICATIONS : Me M.C Molefe Tel No: (051) 405 1940
 : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

FOR ATTENTION : Me F.M Lethoo

POST 33/185 : **OPERATIONAL MANAGER: SPECIALTY PNB-3 (RENAL UNIT) REF NO: H/O/30**

SALARY CENTRE REQUIREMENTS : R562 800 per annum (OSD)
 : Pelonomi Tertiary Hospital, Bloemfontein
 : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post- basic nursing qualification with duration of at least one year, accredited with the SANC in Nephrology. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Proof of service record. Knowledge and Skills: A post basic qualification in Health Care Management will be an added advantage At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies / knowledge / skills / leadership / Renal unit management / administration / planning / organizing / coordination and communication skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. Coordinate and monitor the implementation of Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Management of patient information systems. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). 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. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

FOR ATTENTION : Me F.M Lethoo

POST 33/186 : **OPERATIONAL MANAGER: PNA-5: (INTERNAL MEDICINE) REF NO: H/O/31 (X3 POSTS)**

SALARY : R444 276 per annum (OSD)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of National Core Standard and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resource, related policies and information.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300

FOR ATTENTION : Me F.M Lethoo

POST 33/187 : **OPERATIONAL MANAGER: GENERAL PNA-5 (NIGHT DUTY OFFICE): REF NO: H/O/32**

SALARY : R444 276 per annum (OSD)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of National Core Standard and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resource, related policies and information.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

FOR ATTENTION : Me F.M Lethoo

POST 33/188 : **OPERATIONAL MANAGER: GENERAL PNA-5 (SURGERY BURNS UNIT)**
REF NO: H/O/33

SALARY : R444 276 per annum (OSD)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of National Core Standard and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resource, related policies and information.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS : The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

FOR ATTENTION : Me F.M Lethoo

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability

OTHER POSTS

- POST 33/189** : **MEDICAL OFFICER (FAMILY MEDICINE/SURGERY/INTERNAL MEDICINE) REF NO: 02/09/2019**
- SALARY** : Grade 1 R821 205 per annum (TCE Package)
Grade 2: R938 964 per annum (TCE Package)
Grade 3: R1 089693 per annum (TCE Package)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Degree or equivalent qualification, Plus Registration with Health Professional as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner Post Community Service and verification. Proof of work Experience for previous and current work experience endorsed and stamped by HR must be attached.
- DUTIES** : Ability to diagnose and manage common Medical and Surgical problems including emergencies in the major clinical disciplines and Anaesthetic skills. Knowledge of current Health and Public service legislation, regulations and policies. Good communication, verbal, leadership, interpersonal skills. Ability to function as part of a multi-disciplinary team to District/Regional level. Ability to work under pressure and maintain meaningful relationships with all relevant stakeholders. Key Performance Areas: Consultation, diagnosis and treatment of patients in outpatients, casualty, and in the wards (medical and surgical patients) Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participate in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going Medical Education. Collaboration with Medical Practitioners and other Health Care workers in neighbouring Health Institutions to promote and effective District Health service. Successful candidate is expected to perform commuted Overtime.
- ENQUIRIES** : Dr.J.B Ikombele Tel No: (012)842 0958
- APPLICATIONS** : Applications to be sent to Mamelodi Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East 0122
- NOTE** : Applications must be submitted with a Z83, CV, Certified copies of ID and Regional Hospital is committed to the pursuit of diversity, Redress and will promote representation interns of race, disability and gender.
- CLOSING DATE** : 04 October 2019
- POST 33/190** : **MEDICAL OFFICER - PAEDIATRICS REF NO: FERH/MED/10 (X1 POST)**
Directorate: Medical
- SALARY** : R821 205 - R884 670 per annum (All inclusive package)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a medical officer. Must be post community service. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Ability and willingness to work closely with other disciplines. The following will be added advantage paediatrics advanced life support (PALS) and neonatal resuscitation course.
- DUTIES** : Provision of 24 hours paediatric services. Manage critically ill patients in paediatric, Neonatal unit, ICU and HIV clinic. Participate in commuted overtime. Supervision and training of community service, medical interns and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality and cost effective services keeping in mind Batho Pele principles. Assist in department in compliant with the national core standards. Perform clinical audits. Participate in conducting of morbidity and mortality meetings (M&M)
- ENQUIRIES** : Dr P Lobo Tel No: (011) 812 8546

- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 27 September 2019
- POST 33/191** : **DEPUTY DIRECTOR MONITORING & EVALUATION REF NO: SEB-MON-01**
Directorate: Planning, Monitoring and Evaluation
- SALARY** : R733 257 per annum (all-inclusive package)
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : An appropriate recognized 3 year National Diploma or Degree in Public Management or equivalent qualifications. Minimum of 3-5 years proven experience in the field of Monitoring and project monitoring. Proven knowledge and experience of the National outcomes based approach and its implementation in Health. Knowledge of provincial programme of action (POA) and Institutional Departmental Annual Performance Plan Strategic and Operational Plans – their development and implementation at facility level. Knowledge and deep understanding of the Public Finance Management Act (PFMA) as well as Treasury Regulations. Proven record of the ability to multi task and managing across departments in a highly pressurized environment with a high work load. A valid driver's license. Skills: Strong interpersonal relations skills, emotional intelligence, report writing skills, communication skills, (verbal and written) and presentation skills. Knowledge of GPG and GDOH policies and procedures, relevant legislation and Public Service Regulations. SLAs of security contracts and information security knowledge. Knowledge of Health Information Management System. Health experience will be an added advantage. Competencies needed: Ms Office Package. Presentation and liaison skills. Statistical analysis skills. Ability to customize and target information to user requirement.
- DUTIES** : Collect and analyze data, drawing trends and forecast based on performance of the hospital. Formulate and co-ordinate the implementation of appropriate invention to address weakness identified as a result of the performance analysis. Assist in the implementation of the outcome based approach in the hospital as well as program of action. Conduct research in a number of highly specialized areas related to performance monitoring and evaluation specifically around the outcome based approach and the programme of action. Develop preparation of reports and presentation to oversight structures and Department. Design and execute evaluations of the performance of the directorate's programmes, including the design and implementation of programmes and programme output, outcomes and impact. Devise creative solutions of programme implementation and challenges. Assist in the design of Monitoring and Evaluation system and methodologies. Manage the execution of projects. Supervise and assess the performance of personnel. Perform any other delegated functions and projects. Facilitate, participate and develop strategic, operational and annual performance plan of the hospital. Co-ordinate quarterly, half yearly and annual reviews and reports in the annual performance and operational plans. Perform hospital audits of the OPS and APP.
- ENQUIRIES** : Ms. MA Madolo Tel No: (016) 930 3300/06
- APPLICATIONS** : Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges. Recommended candidates will undergo medical surveillance.

- NOTE** applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document(no copies of certified copies allowed. Certification should not be more than 3 months old).Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disability are encouraged to apply.
- CLOSING DATE** : 27September 2019
- POST 33/192** : **CLINICAL PSYCHOLOGIST REF NO: TRH 07/2019**
Directorate: Allied
- SALARY** : Grade 1: R713 361 per annum (inclusive salary package)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Master's degree in Clinical Psychology, registration with HPCSA as an independent practitioner and proof of registration with the council for the current financial year. The candidate should have the ability to work with the clinical team using patient centred, goal oriented and interdisciplinary approach. Experience with rehabilitation of persons living with disabilities and fluency in any ethnic language will be an added advantage. The candidate must be willing to participate in various hospital committees to assist the institution to achieve its objective (e.g Quality Assurance etc), participate in health awareness campaigns and staff in-service training. Abilities: Computer literacy, good interpersonal and communication skills. Experience: grade 1: have completed community service as a Clinical Psychologist.
- DUTIES** : to conduct and complete diagnostic assessments and treatment of patients. To provide quality and sustainable psychological services according to the standards outlined by the HPCSA. Implement psychology care management activities according to a clinical psychologist's scope of practice and act upon breaches of law relating to practice standards and professional code of conduct. Good understanding and knowledge of ethical practice within the profession in order to guide the clinical team. Implement a comprehensive plan for the promotion of mental healthcare services, treatment and rehabilitation of patients. Administer treatment plans in accordance with prescribed norms and standard guidelines and treat accordingly. To promote and develop the profession of clinical psychology. Provide psychological support to patient's and caregivers where applicable. Reporting and communicating on the continuity of care to interdisciplinary team and make appropriate referrals when necessary. Provide mentorship and guidance to community service Psychologist and allocated students. Adhere to record keeping standards and keep accurate statistics. Develop own skills and knowledge by identifying and attending relevant courses, workshops, work group etc. Adhering to all prescribed policies and principles of the department of health e.g Batho Pele Principles, Patient Rights etc.
- ENQUIRIES** : Ms K Ngubeni Tel. No: (012) 354 – 6125
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- CLOSING DATE** : 27 September 2019
- POST 33/193** : **CLINICAL PSYCHOLOGIST REF NO: H/PSYC/01 (X1 POST)**
Directorate: Allied
- SALARY** : R713 361 - R784 278 per annum (All inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : Senior certificate (Grade 12/Matric) and Appropriate qualification that allows registration with the health professional council of South Africa (HPCSA) as a Clinical Psychologist (No experience required after registration as a Clinical Psychologist independents practitioner in respect of RSA qualified employees who performed community service in the relevant qualification as required in RSA) . Current registration and registration certificate with HPCSA as a Clinical Psychologist.
- DUTIES** : Assessing clients' needs abilities or behaviour using variety of methods, including psychometric tests, interview and direct observation of behaviour.

Working as part of the multi-disciplinary team alongside doctors, nurses, social workers, health professionals, health visitors, psychiatrist, and occupational therapist. Devising and monitoring appropriate treatment programs including therapy, counselling or advice, in collaboration with colleagues. Offering therapy and treatment for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behaviour. Developing and evaluation services provision for clients. Providing consultation to other professions, encouraging a psychological approach in their work. Counselling and supporting careers, carrying out applied research, adding to the evidence base of practise in a variety of health care settings. Assess and identify psycho-social problems of employees through counselling and applying appropriate intervention. Contribute to the department's planning, budget and procurement process as well as monitoring and evaluation. Assist with incapacity leave evaluation. Run therapeutic groups and participate in wellness events.

- ENQUIRIES** : Dr P Lobo Tel No: (011) 812 8546
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 27 September 2019
- POST 33/194** : **HEAD OF DEPARTMENT (PNDIII) REF NO: 004572**
Directorate: Nursing Education and Training
- SALARY** : R579 696 per annum
- CENTRE** : SG Lourens Nursing College
- REQUIREMENTS** : A Diploma/degree in General Nursing and Midwifery. A diploma/degree in Nursing Education and Administration. Registration with the South African Nursing Council. A Minimum of nine (9) years appropriate/recognisable nursing experience after registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/recognisable experience in Nursing Education. The ability to plan and organise own work and manage training programmes to meet trainings outcomes. Valid driver's licence and the ability to apply computer technology. Knowledge of Human Resources and Finance Management. Good communication, supervisory, report writing and presentations skills.
- DUTIES** : Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.
- ENQUIRIES** : Ms J Malobola Tel No: (012) 319 5601
- APPLICATIONS** : must be submitted to SG Lourens Nursing College, Private Bag x 755 Pretoria 0001 or Hand Deliver: Corner Soutpansberg and Theodorehove road Pretoria OR apply online at www.gautengonline.gov.za
- NOTE** : Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference
- CLOSING DATE** : 27 September 2019

- POST 33/195** : **OPERATIONAL MANAGER PNB3 (OPERATING THEATRE)**
Directorate: Nursing
- SALARY** : R562 800 per annum (plus benefits)
CENTRE : Edenvale Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Current SANC receipt. 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 in the specific specialty after obtaining the 1-year post-basic qualification in the relevant. A copy of proof of service to be attached.
- 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 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, cultural, racial or religious differences. 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. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service.
- ENQUIRIES** : Mr. T.M Rankhumise Tel No: (011)321 6000
APPLICATIONS : Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.
- NOTE** : Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
- CLOSING DATE** : 27 September 2019
- POST 33/196** : **OPERATIONAL MANAGER FERH/OM/06 (X1 POST)**
Directorate: Nursing
- SALARY** : R444 276 - R500 031 plus benefits
CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic nursing diploma/degree and midwifery registered with South African Nursing council (SANC) as a Professional nurse. A minimum of seven (7) years' appropriate recognisable experience after registration as a professional nurse with SANC.
- DUTIES** : The incumbent will be responsible for female medical unit. The overall supervision and provision of a holistic, safe patient care will be her responsibility in this unit. The planning, organizing and control of departmental activities in the unit. The co-ordination of duties performed by all categories of staff. The preparations and implementation of all quality imperatives according to the quality assurance directives will be managed, monitored and evaluated by the operational manager of this area. Planning, implementation and evaluation of nursing staff performance as well as work attendance. Ensuring material resources availability for the unit as well as escalating all deviations that will bring the department into disrepute to management.
- ENQUIRIES** : Ms K Tinghisi Tel No: (011) 812 8318
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational

Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
27 September 2019

CLOSING DATE

:

POST 33/197

:

CLINICAL PROGRAMME COORDINATOR GRADE 1-2 (QUALITY ASSURANCE) REF NO: CCRC/QA/09/01 (X1 POST)
Directorate: Nursing

SALARY

:

Grade 1: R444 276 per annum (OSD)
Grade 2: R515 040 per annum (OSD)

CENTRE

:

Cullinan Care and Rehabilitation Centre

REQUIREMENTS

:

Grade 12 certificate. Basic qualifications accredited with the South African Nursing Council in terms of Government Notice 425. ie Diploma / Degree in Nursing. A minimum of 8 years appropriate /recognizable experience in General Nursing. At least 3years of the above period referred to must be appropriate/recognisable experience as a quality Assurance coordinator. Quality Assurance champion will be an added advantage. A valid drivers' license. Competencies (Knowledge/ Skill; experience in nursing management. Excellent computer skills (MS Word, Excel and power point). Sound interpersonal, managerial, communication and leadership skills. Sound knowledge in Total Quality Management and Infection Prevention Control. The ability and knowledge to direct a Multidisciplinary team to resolve complaints and Patient Safety incidents. Good writing and verbal skills in English. Preferably able to speak three or more South African languages. Analytical strategic thinking and creativity. Ability to capture, interpret and report on relevant data.

DUTIES

:

Responsible for effective coordination and monitoring of quality assurance, quality improvement, infection prevention and control programmes. Manage and ensure that complaints and Patient Safety Incidents are duly recorded, adequately investigated and finalized within stipulated timeframes. Participate in selected clinical audit projects. Conduct Patient Experience of Care and respond appropriately to results. Assist with Rehabilitation Centre and provincial performance excellence programmes. Monitor and assist with continuous assessment of the National Core Standards for Health Establishments in South Africa Including Ideal Health Facility Framework/ Ideal Clinic Framework management. Identify and promote quality improvement initiatives. Active participation in the activities of the Quality Assurance Committee as a member and coordinate reports pertaining to performance indicators. Attend mortality and morbidity meetings. Assist with data collection, analysis and reports pertaining to total quality management in the Rehab Centre. Optimal utilisation of resources and implementation of the Performance Management System.

ENQUIRIES

:

Mr JJ Ngcobo Tel No: (012) 734 7050

APPLICATIONS

:

may be submitted at HR Department, Rayton Road, Cullinan or posted to Cullinan Care and Rehabilitation Centre, for the attention of Recruitment Section.

NOTE

:

Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and certified current SANC annual practice certificate. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 persons of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Cullinan Care and Rehabilitation Centre reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Department of Health supports and encourage persons with disabilities to apply.

CLOSING DATE

:

27 September 2019

POST 33/198 : **MIDDLE MANAGER: ADMIN HUMAN CAPITAL PROVISIONING REF NO: CHBAH 213 (X1 POST)**
Directorate: Human Resource

SALARY CENTRE REQUIREMENTS : R376 596 – R443 601 per annum (Level 09) (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12 or equivalent qualification and National Diploma/Degree in Human Resource/Public Administration or equivalent qualification with five (5) years' experience in recruitment, selection and appointments in a supervisory level. Experience in dealing with the public. Computer literacy (Microsoft Office Suite). Experience in recruitment and selection plus PERSAL System knowledge is an essential requirement for the post. Competencies/Knowledge/Skills: Knowledge, understanding and ability to implement and manage legal prescripts that regulate human resource and recruitment and selection. Sound knowledge of the recruitment and selection processes, policies, public service regulations, public service act, national core standards and a myriad of other relevant human resource legislative imperatives. High level of reliability and ability to handle information confidentiality. Must have excellent presentation and report writing skills. The prospective appointee should have sound verbal and written communication skills, decision making skills, sound interpersonal relations, organizational and planning skills. Ability to act with tact and discretion. Problem solving and conflict management abilities. Ability to communicate well with people at different levels and from diversified backgrounds. The ability to take initiative. Ability work with and lead a team. The ability to meet tight deadlines and meet time frames. Ability to work under pressure, work independently and innovatively. Financial and budgetary knowledge pertaining to the relevant resources under management. Must be having responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.

DUTIES : Support the Deputy Director in the management of the recruitment, selection and appointments in the Hospital. Manage the implementation of the recruitment, selection and appointments policies, plans and strategies. Develop internal control measures, guidelines and standard operating procedures on recruitment, selection and appointments in line with national and departmental human resource practices, guidelines and policies. Ensure the implementation and compliance of the recruitment, selection and appointments prescripts. Attend to audit queries and the implementation of the recommendations thereof. Ensure advertisements are prepared and published timeously per entity's needs. Ensure applications received are recorded and data must be kept up to date at all times and are accessible. Ensure all reports and statistics are submitted within timeframes. Ensure request for filling of posts is controlled and processed timeously. Monitor, control, evaluate and manage the recruitment, selection and appointment process. Ensure that critical posts are shortlisted and interviews conducted and within reasonable timeframe. Quality assure and signing of submissions timeously. Verification of qualification and security checks. Quality assure all mandates that are sent to E-Government. Ensure salaries are paid on time. Ensure effective running of day-to-day activities within the unit. Monitor effective customer service within the unit. Co-ordinate employment equity meetings/employment and that equity legislation is adhered to. Provide training and support to direct reports in the unit. Advice management, head of departments, supervisors and the department on recruitment and selection practices, procedures, guidelines and policies, etc. Conform to National Core Standard requirements. Do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the hospital. Adhere to timelines. Monitor and evaluate policy implementation and suggest improvements. Be willing to undergo continuous training and development. Attend meetings and training programmes as approved and delegated by the head of the sub-directorate. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.

ENQUIRIES APPLICATIONS : Ms NL Xulu Tel No: (011) 933 9036/0973
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 27 September 2019
- POST 33/199** : **ASSISTANT DIRECTOR REF NO: CHBAH 214 (X1 POST)**
Directorate: Patient Administration
- SALARY** : R376 596 per annum (Level 09) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 or equivalent and a three-year Diploma or Degree in Public Administration or Forensic Pathology Services. Five (5) years' experience as a supervisor. Experience as a mortuary supervisor in a mortuary or forensic pathology service will be advantageous. Computer Literacy in MS Word and MS Excel. Driver's license.
- DUTIES** : Manage the day to day operations of patient administration i.e. the mortuary, registration of patients etc. Responsible for staff management i.e. performance management, compilation of duty roster, manage overtime, training and development, equipment, sourcing of goods and services, plan work schedules and allocation, progressive discipline and motivation, financial management and operations management of the mortuary. Implement the annual operational plan and ensure compliance and minimize/eradicate risks at the mortuary. The mortuary manager will ensure maintained, oversee the scheduling of collection of bodies. Adhere to guidelines and standard operations procedures. Implement best practices and innovation. Liaise with internal and external service users/stakeholders, medical staff, senior managers, technical staff, forensic pathology services, FMU and DID. Co-ordinate training and ensure compliance to occupational health and safety as well as regulated norms and standards and the Ideal Hospital Framework. Work autonomously to ensure service delivery of mortuary services. Responsible to ensure the maintenance, service, repairs to cold rooms and fridges. Keep record of all patient files, mortuary registers. Provide weekly and monthly reports. Produce work of a high standard and meet deadlines, chair and ensure minute taking of mortuary meetings, ensure that pauper burials are undertaken according to the provincial policy, ensure collection of corpses based on the internal SOP and Guideline, ensure washing and deep-cleaning of fridges and freezer rooms, ensure record keeping of patient files and updating of patient details both paper based and electronic. Perform any other Patient Administration that may be requested from the manager. Comply to the National Health Act, Inquests Act, Public Financial Management Act, Promotion of Access to Information Act. National Archives and Record Services of South Africa Act, Public Service Act, Public Service Regulations and the Batho Pele principles.
- ENQUIRIES** : Mr L van der Westhuizen Tel No: (011) 933 9819
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main

- Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 27 September 2019
- POST 33/200** : **MATERIAL RECORDING CLERK REF NO: HRM01/09/2019**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (All-inclusive Package)
: Dr George Mukhari Academic Hospital
Grade 12/Matric with 10 years' experience in Supply Chain management environment (Current Experience) Or a qualification relevant to Supply Chain (National Diploma or Degree in Supply Chain Management, Logistics, Procurement and Public Management) and 5 years of experience (current experience) in the Supply Chain environment. Knowledge and Understanding of procurement policies and procedures, PFMA & Treasury regulations, PPPFA, BBBEEE, All SCM Practice notes and all related prescripts. Good communication, Verbal and non- verbal. Ability to work under pressure. Computer literacy is essential. Knowledge of SAP will be an Added advantage.
- DUTIES** : Oversee the warehouses. Ensure the Expediting of deliveries of ordered goods & Services. Ensure effective management of Stores/ warehouse functions: Oversee the Stock taking processes and ensure the stock rotation processes within all warehouses. Ensure timely replenishment of stock. Compile monthly report on stock received theoretical Stock report. Compilation of monthly reports of spot checks or stock audits conducted on stock item as per National Core Standards. Compilation of Monthly theoretical stock taking report (Circular 27 of 2007). Compilation of monthly reports of stock items that is within 6 months of expiry. Ensure that all transactions (Stock receipts and Issued are promptly and accurately captured on stock record/Tally cards (VA10& VA11). Ensure that stock levels are reviewed annually and minimum, maximum and pre-cautionary factor levels are adhered to at all times. Ensure optimal utilization of resources within the area of responsibility. Maintain proper, effective and retrievable document filing system. Implement the Auditor –General recommendations. Communicate with internal and external Stakeholders effectively. Supervise Staff.
- ENQUIRIES APPLICATIONS** : Mr. XA Mbam Tel No: (012) 529 3478
: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service

Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE

: 27 September 2019

POST 33/201

: **ADMINISTRATIVE OFFICER (LAUNDRY MANAGER)**

Directorate: Support Services

SALARY

: R257 508 per annum (Level 07) (plus benefits)

CENTRE

: Edenvale Laundry

REQUIREMENTS

: Minimum requirement Senior Certificate (Grade 12). Three years tertiary qualification, computer literacy, drivers' licence and supervisor experience will be added as advantage. 2-5 years' experience in the public sector/ laundry function. Inherent requirements and skills: knowledge of laundry procedures and use of laundry equipment, human resource functions, infection prevention and control guidelines, Knowledge of health and safety matters / Occupational Health and Safety Act. Good organisational, communication and decision making, Leadership, Complex problem solving, Listening, Interpersonal skills. Have an eye for detail and a dedication to accuracy.

DUTIES

: Responsible for supervision and management of staff in the component, Allocate duties to the staff and supervise them to ensure their optimal utilization, Deal with conflict, grievances and disciplinary matters of laundry department, Monitor staff performance through PMDS, Maintain effective communication channels so that information is properly disseminated, Make arrangements for the maintenance of laundry / linen facilities and equipment, Monitor the quality of service delivery Communicate and arrange with other institutions in ensuring clients' needs are not compromised, Conduct stock-taking, Implement policies and procedures ensuring compliance, Implement quality improvement programmes, Monitor budget and control the use of resources, Compile and submit monthly and quarterly reports and participate in institution's various committees.

ENQUIRIES

: Mr. JM Segabutla Tel No: (011) 321 6078

APPLICATIONS

: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.

NOTE

: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE

: 27 September 2019

POST 33/202

: **MATERIAL RECORDING CLERK**

Directorate: Assets

SALARY

: R257 508 - R303 339 per annum (Level 07) (plus benefits)

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: An appropriate recognizable Three National Diploma/Degree in Public management/Finance/Supply chain/Economics/Business/Purchasing/Logistics/Technical or equivalent with 0-2 years relevant experience or Senior certificate (Grade 12/Matric) with minimum of 3 years relevant experience in assets management or maintenance. Have knowledge and understanding of Public finance management act (PFMA), Treasury regulations (TR's), and other related prescripts. Computer competency in Ms Word, Excel, Powerpoint. Good reasoning, attention to detail, innovative, strong mathematical skills, problem solving and statistical analysing ability. Good communication (written & verbal), continual learning and information search.

DUTIES

: Full involvement in assets strategic sourcing or planning, Asset register cleaning and updating, updating inventory lists on regular basis. Ensuring timely repairs and maintenance of assets and keeping assets maintenance

- records updated. Updating maintenance service level agreements. Meaningful participation in the condemning and disposal committees. Conduct frequent spot checks on floor to register correctness. Resolve AG findings on assets management. Supervision of staff accordance with public service regulations. Do monthly reconciliation between the assets registers and BAS system.
- ENQUIRIES APPLICATIONS** : Mr E.V Ngcobo Tel. No: (011) 812 8312
- NOTE** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 27 September 2019
- POST 33/203** : **ADMIN OFFICER (PATIENT ADMINISTRATION AND RECORD) REF NO: ODI/05/09/2019/03**
Directorate: Administration
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
: ODI District Hospital
: Diploma/Degree in Public Administration/ Public Management or relevant qualification with 3 years relevant experience in Patient Affairs and Records Management, or Grade 12 with 5 years' experience in Patient Affairs and Records Management. Knowledge of PAAB/MEDICOM, UPFS, tariffs, patient classifications, National core standard, National Archives and Audit. Knowledge of Mortuary and Potting services. Be able to work dayshift as a supervisor for Admin and Support services. Skills: problem solving, good verbal and written communication, report writing, strong leadership qualities and computer literacy, good interpersonal skills and ability to work under pressure.
- DUTIES** : Supervision, monitoring and evaluate of operations in all Patient Administration units and Records Management. Ensure that patients are classified correctly to UPFS. Adherence to Admission and discharge legislative prescripts. Maintenance and management of good patients record keeping, quality clinical and other records. Assist Revenue Department with Revenue collection. Quality improvement plan, understanding downtime management processes and submission to Head Office. Performance evaluation in accordance with HR and LR regulations updating of job descriptions. Submission of monthly reports. Ensure that patient Administration department meetings and trainings are taking place. Regular attendance of meetings and feedback.
- ENQUIRIES APPLICATIONS** : Mr. Maluleke TR Tel No: (012) 725 2465
- NOTE** : Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, HRM office or posted to: Odi District Hospital, Private Bag X509, Mabopane.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document not older than three months. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability. People with disability are encouraged tom apply.
- CLOSING DATE** : 27 September 2019
- POST 33/204** : **CHIEF REGISTRY CLERK REF NO: CHBAH 215 (X1 POST)**
Directorate: Logistics
- SALARY** : R257 508 per annum (Level 07) (plus benefits)

**CENTRE
REQUIREMENTS**

Chris Hani Baragwanath Academic Hospital (CHBAH)

: Grade 12 with 3-5 years' experience in Record Management. Computer literacy (Ms Office Package). Knowledge and understanding of the National Achieves and Service Act 43 of 1996 (NASA). Must have good report writing skills. Ability to conduct presentations and be involved in training for Record Management within the hospital. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the Logistics department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience and a certificate in Record Management will be an added advantage.

DUTIES

: Supervise, guide and motivate Messengers, Registry Clerks and Automation Operators. Ensure that all staff is on duty – report any absenteeism to the Manager – sign attendance registers. Ensure that Subordinates are precise with time keeping i.e. keep to tea and lunch times and that there are no late comings or early departures. Ensure that Subordinates go on training (including in service training). Apply progressive discipline against your Subordinates when need arises. Ensure that photocopy machines are in working condition at all times. Ensure that postal services are done according to the National Archives of South Africa Act 43 of 1996. Oversee all records from their creation and preservation through to disposal. Establishing new records management systems. Oversee the switch from paper to electronic record-keeping. Deal with enquiries and requests for information from both internal and external clients. Ensure that data is protected. Classify and index records. Oversee the destroying or archiving of data/records. Ensuring that records are easily accessible when needed. Visit all the different Registries and archives in the hospital to ensure compliance with the National Archives of South Africa Act 43 of 1996. Provide training to staff who require access or have responsibility for maintaining records. Ensure that post are collected from the Post Office. Deliver all correspondence (circulars, memos, advertisements etc.) to all employees by e-mail, written correspondence or interdepartmental meetings. Acknowledge and controlling of the call log system at Roneo. Submit weekly and monthly written reports and statistics to Manager. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.

**ENQUIRIES
APPLICATIONS**

: Ms J. van Rensburg Tel No: (011) 933 8756

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

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as

required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 27 September 2019
- POST 33/205** : **IT TECHNICIAN**
Directorate: ICT Support Services
- SALARY** : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Edenvale General Hospital & Laundry
REQUIREMENTS : Minimum requirement Grade 12 plus A+ or N+ or MCSE or CCNA or NQF level 4 and above IT program/s registered with SITA. One-year practical experience working on desktop support and active directory. A valid driver's license will be an added advantage.
- DUTIES** : Diagnosing and resolving software and hardware incidents including operating systems (Windows) and across a range of software applications. Installing and configuring new IT equipment. Assisting users with general support on IP Printers/General printers. Supporting Man 3000 and budget controller/TMS. Resolving incidents in different types of software and applications (CITRIX, PAAB, SRM, RX-SOLUTION, OFFICE 365/2013, Tier.net etc.). Maintaining a first-class level of customer service ensuring that all customers/users are treated efficiently and effectively. Attending to all users with any logged IT related incident when called upon. Maybe required to assist in switchboard when need arise.
- ENQUIRIES** : Mrs. L. Gusha Tel No: (011) 321 6015
APPLICATIONS : Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.
- NOTE** : Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
- CLOSING DATE** : 27 September 2019
- POST 33/206** : **DATA CAPTURE REF NO: ODI/05/09/2019/01**
Directorate: Support Services
- SALARY** : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 12/Matric or equivalent, with minimum of two years data capturing experience in Health environment. Minimum of six months DHIS Data capturing experience. Computer literacy with extensive knowledge and proficiency in Ms. Word, Ms. Excel, PowerPoint Outlook and navigation on internet is compulsory. A valid drivers' license is compulsory. Ability to extract (NIDS) data from Gauteng Department of Health Database. Basic skills in data analysis, report writing, presentation and information management. Good communication and interpersonal skills.
- DUTIES** : Administration, monitoring and evaluation of data: Collection, collation and analysis of data. Communicate with and guide Data Clerks on daily basis. Ensure that midnight census corresponds with all patient's registers daily. Verify submitted data with data sources on daily, weekly and monthly basis. Prepare monthly and quarterly reports. Capturing of quality client 's data and management: Capturing data on the computer (Excel Database, Web DHIS & Easy count). Effective SOP implementation to improve data quality and completeness. Compile statistics daily, monthly, quarterly and submit timeously. Daily filing (storage) of data and information sheets. Prepare and ensure occurrence of health information monthly meetings.
- ENQUIRIES** : Mr. NL Setheni Tel No: (012 725 2489)
APPLICATIONS : Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- FOR ATTENTION** : HR section

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies (not older than three months) of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability. All shortlisted candidates will be subjected to mandatory competency test.

CLOSING DATE : 27 September 2019

POST 33/207 : **PORTER SUPERVISOR REF NO: ODI/05/09/2019/02**
Directorate: Support Services

SALARY : R145 281 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 12 (matric) with 1-year relevant experience in Pottering Services. Knowledge of National Core Standard. Be able to work dayshift as a supervisor for Porter unit. Skills: problem solving, proven ability to communicate effectively (written and verbal) in English, report writing, meeting deadlines and setting goals. Team player, strong leadership qualities and computer literacy, good interpersonal skills and ability to work under pressure.

DUTIES : Supervision, monitoring and evaluation of operations in Porter's unit. Manage and monitor loading of Patient/s into Ambulances, manage and monitor loading and offloading of patients from private cars, manage and monitor accompanied patients and non-walking patients, manage and monitor transportation of corpses, manage and monitor cleaning of wheelchairs and stretchers, manage and monitor proper utilization of material resources, managing PMDS and perform any other lawful duties by the supervisor.

ENQUIRIES : Ms. LM Moeng Tel No: (012) 725 2472
APPLICATIONS : Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, HRM office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document not older than three months. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE : 27 September 2019

POST 33/208 : **CLEANING SUPERVISOR REF NO: HRM02/09/2019**
Directorate: Logistics

SALARY : Grade: R145 281 per annum (Level 04) (All-inclusive Package)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Abet level 4/Grade 10 with 3 years relevant and proven cleaning experience> Cleaning in Hospital/ Clinical environment will serve as an added advantage. Must possess the ability to plan, organize, Supervise, inspect and evaluate work of subordinates. Working knowledge of the operation and care of cleaning machines and equipment. Good knowledge of Occupational health and safety and Infection Control. Be prepared to work shifts including weekends and public Holidays.

DUTIES : Supervise Cleaners. Assigns schedules and duties to cleaning staff. Train, monitor and evaluate cleaning staff. Ensure that cleaning schedule and check list are implemented. Make rounds and inspections to assure that cleaning personnel are performing required duties, appropriate cleaning procedures are being rendered, and quality control measures are continually maintained. Schedules preventative maintenance of cleaning equipment. Recommends discipline and implements appropriate procedures. Perform any other duties delegated by the Supervisor.

ENQUIRIES : Mr. MD Matsheke Tel No: (012) 529 3985

- APPLICATIONS** : Applications can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
- CLOSING DATE** : 27 September 2019
- POST 33/209** : **FOOD SERVICE SUPERVISOR REF NO: FOODSERV SUPERVISOR/CARLT/2019/10 (X1 POST)**
Directorate: Food Service
- SALARY** : R122 595 – R144 411 per annum (Level 03) (Plus Benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 10 plus a minimum of 2 years' experience in a food service unit in a clinical environment (hospital). A Diploma or Certificate in Hospitality Services / Catering N4 – N6 will be an added advantage. Candidate must have a sound knowledge of Food Service Supervision. Candidate will be working shifts, weekends and public holidays. Skills and abilities: Food preparation skills, excellent interpersonal qualities, enthusiasm and sense of humour, assertiveness, ability to maintain good human relations, excellent written and verbal communication skills, effective team working and organizing skills, problem solving, computer skills, ability to work independently and as part of a team and high motivation level.
- DUTIES** : Process statistics and keep records as well as order, receipt, storage and issue all food provisions and stock in the Food Service Unit. Supervise food preparation and production of all normal and therapeutic diets. Supervise the weighing, dishing up and distribution of food to the wards. Supervise hygiene and safety, use and maintenance of equipment. Ensure adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial and do stock control.
- ENQUIRIES** : Mrs. H.C. Agenbach Tel No: (018) 788 1730
APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499
- NOTE** : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.
- CLOSING DATE** : 27 September 2019 16:00 PM
- POST 33/210** : **FOOD SERVICE AID**
Directorate: Support Services
- SALARY** : R102 534 per annum (Level 02) (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS : Minimum requirement is Abet, NQF level 2 or Grade10, experience in the food industry will be added as an advantage. Good communication (Verbal & Written) skills. Applicants should have a basic knowledge, understanding of food safety and various hygiene practices necessary in the food service unit. Applicant should understand the Batho Pele principles in relation to the food service unit. Must have interpersonal skills, reliability, team work, flexibility and some level of problem solving. Must be willing to work shifts, public holidays and weekends.
- DUTIES** : Ensure proper and effective catering service. Perform daily mass production cleaning (floors, storages, utensils and equipment) tasks, hygiene, waste

segregation and sanitation in the kitchen Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Assist with preparation of food for normal with therapeutic diets including snacks, cooking, dishing up for patient's food according to portion control measures. Perform specific duties regarding FIFO and receiving storage. Perform routine task, operate kitchen machinery, care and report lost/faulty equipment as well as any observed risks. Relieve other staff members on request and execute any lawful additional task issued by supervisory person. Rotate to different areas in the food service unit and undergo food service work related trainings. Ms. L. Brits Tel No: (011) 321 6081 or Mr. JM Segabutla Tel No: (011) 321 6078

ENQUIRIES

APPLICATIONS

NOTE

CLOSING DATE

POST 33/211

CLEANER

Directorate: Support services

SALARY

CENTRE

REQUIREMENTS

R102 534 per annum (Level 02) (plus benefits)

Edenvale Regional Hospital

Minimum requirement is Grade 10. Must have at least 1 year of appropriate experience in a cleaning services environment. Have good communication skills, can work shifts including weekends and public holidays. Can rotate when required. Be honest, reliable, and have physical strength to cope with physical demands of the position. Can work as a team and be flexible. Understand infection prevention and OHS guidelines.

DUTIES

Be responsible for cleaning bathrooms, showers, toilets, wards, departments, passages and waiting areas. Dust walls, mop, scrub, polish floors, clean windows, clean stairs, dust fire escapes clean side wards clean equipments, wash dust bins and remove waste including medical waste. Adhere to Health care waste management policy. Operate heavy duty cleaning machine. Be prepared to rotate within the scope of work and assist in messenger duties. Count clean and soiled linen. Collect food trolleys. Dish meals and clean utensils as per Infection control prescript.

ENQUIRIES

APPLICATIONS

NOTE

CLOSING DATE

POST 33/212

LAUNDRY WORKER

Directorate: Support Service

SALARY

CENTRE

REQUIREMENTS

R102 534 per annum (Level 02) (plus benefits)

Edenvale Regional Hospital

Minimum requirement is ABET level 2 or Grade 10. Must have at least 1 year of appropriate experience in a Laundry industry/ Cleaning /customer services environment. Understanding of a Laundry set up. Have good communication skills, can be able to rotate in areas of the laundry. Be honest and reliable. Have physical strength. Can work as a team and independently.

DUTIES

Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Can operate various machines in

		the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Sort, count and record dirty linen. Load and off load linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines. Monitor equipment temperature. Keep laundry equipment in a proper state.
<u>ENQUIRIES</u>	:	Mr. JM Segabutla Tel No: (011) 321 6078
<u>APPLICATIONS</u>	:	Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.
<u>NOTE</u>	:	Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 33/213</u>	:	<u>LINEN ASSISTANT</u> Directorate: Support service
<u>SALARY</u>	:	R102 534 per annum (Level 02) (plus benefits)
<u>CENTRE</u>	:	Edenvale General Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement Grade 10 or equivalent. 1-year appropriate experience and more in a formal stores/cleaning environment, inherent requirement: ability to do physical tasks and operate heavy-duty cleaning and household equipment. Render a shift service on weekends and public holidays and night duty when required. Rotate in different departments according to operational needs and requirements. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Ensure that linen department is kept clean and tidy. Communicate with the end user daily. Contributes to do stocktaking (March, September). Assist procurement department when the needs arise. Remove received linen from the transit in within twenty-four hours. Record condemning linen on TPH 27. Check the quantity of linen delivered with the end users. Attend the complaints received from the end user. Counting soiled linen received from the wards on TPH 65. Packing clean linen on the shelves. Perform spot check in the wards before issuing clean linen. To ensure that emergency linen is kept at central points. Issuing clean linen to all various sections/ wards. Deliver clean linen to the wards daily. Sort and count dirty linen. Ensure that the sorting area is kept clean and tidy. Sealing, marking the linen bags. To ensure that the wards receive clean linen daily. To ensure that linen is stamped before issued to the wards. Carry out task that may be delegated to by the supervisor.
<u>ENQUIRIES</u>	:	Mr. W Mashiachidi Tel No: (011) 321 6114
<u>APPLICATIONS</u>	:	Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.
<u>NOTE</u>	:	Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 33/214</u>	:	<u>STORES ASSISTANT</u> Directorate: Support
<u>SALARY</u>	:	R102 534 per annum (Level 02) (plus benefits)
<u>CENTRE</u>	:	Edenvale General Hospital
<u>REQUIREMENTS</u>	:	Must able to read and write. Understanding of the Hospital environment. Knowledge of medical [Dry Dispensary] and General consumables will be advantage. Good interpersonal skills, good communication and planning skills. Practice Batho Pele Principles.
<u>DUTIES</u>	:	Loading and offloading of stock, deliver stock to the and users. Reconcile the quantity of stock delivered with the End user. Manage stock control in the warehouse. Issue stock from the warehouse. Ensure that the warehouse is always kept locked. Physical removing and packing of stock on the shelves. Labelling received stock with the correct ICN numbers. Manage the cleanliness of the warehouse. Assist team members during the stocktaking, in counting of stock. Assist Linen Department when the need arises. Provide general assistance to the senior officials.

- ENQUIRIES** : Mr. W Mashiachidi Tel No: (011) 321 6114
- APPLICATIONS** : Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.
- NOTE** : Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
- CLOSING DATE** : 27 September 2019

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 27 September 2019
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 33/215** : **DEPUTY DIRECTOR-GENERAL– SUPPLY CHAIN MANAGEMENT REF NO: GPT/SEP/01**
(5 Year Fixed Term Contract)
Programme: Provincial Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R1 521 591 per annum (All-inclusive package)
Johannesburg
- : An undergraduate qualification (NQF 7) and post graduate qualification (NQF 8) as recognized by SAQA in Supply Chain Management/Economics/Finance. 8 -10 years' experience at a Senior Managerial level in Supply Chain Management or related field. The successful candidate will have strong leadership skills, will be a team player at executive level, will have the ability to 'sell' supply chain management's value. Will have in-depth knowledge of sourcing and procurement principles and best practices, strong negotiation skills, experience and knowledge of legislative and regulatory requirements.

		Experience, knowledge and understanding of standard contractual terms and conditions to mitigate legal risk. He/she must have a strategic mindset and problem-solving skills with an ability to apply varying approaches to a dynamic set of stakeholders. The position will perform advisory and oversight role over provincial government departments, municipalities and entities.
<u>DUTIES</u>	:	Perform an advisory and oversight role over provincial government departments, municipalities and entities. Assist the implementation of the Strategic Plan of the Department and enable the turnaround of the Province as expressed in the 10 pillars. Manage and maintain the regulatory environment relevant to government procurement practices. Effectively manage transversal contracts so that cost savings and socioeconomic objectives are achieved. Oversee and monitor procurement practices to ensure compliance with the regulatory framework. Provide advisory services and implement initiatives that will improve the capability of government procurement practitioners. Research, develop and implement strategic procurement practices so that cost savings and socioeconomic objective are achieved.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011)227-9000
<u>POST 33/216</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: GPT/SEPT/02</u> (5 Year Fixed Term Contract) Directorate: Corporate Services
<u>SALARY</u>	:	R1 057 326 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate degree (NQF 7) as recognised by SAQA) qualification in Law. Admission as an Attorney or Advocate of the High Court of South Africa. Five (05) years' experience at middle/senior managerial level, which must be in legal advisory. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.
<u>DUTIES</u>	:	The incumbent will be responsible to: Manage and ensure effective provision of legal advice, opinions and litigation process. Oversee management of contracts and service level agreements and legislative compliance. Manage and co-ordinate all GPT litigation issues. Review GPT policies to ensure compliance to current legislation. Provide legal advisory and assistance on litigation matters for the Gauteng Provincial Government.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011) 227-9000
OTHER POST		
<u>POST 33/217</u>	:	<u>AUDITOR – RISK AND COMPLIANCE AUDIT SERVICES REF NO: GPT/SEPT/03</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) National Diploma in Internal Auditing/ Auditing/ Accounting. 2 years' experience in internal auditing Environment.
<u>DUTIES</u>	:	Research auditable area and gather basic understanding of the client. Comply with GAS admin requirements (co-ordinate audit logistics requirements) Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process highlighting Risk identification and control assessment. Document system descriptions and prepare flowcharts. Perform walk through tests. Draft audit programmes. Execution of audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees)
<u>ENQUIRIES</u>	:	Ms. Baleseng Sedibe Tel No: (011) 227 9000

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : can be delivered: to Life Centre Building, Ground floor, 45 Commissioner Street, Marshalltown, Johannesburg, 2107. Posted to P.O Box X83, Marshalltown, 2107
- CLOSING DATE** : 27 September 2019
- NOTE** : Shortlisted candidates will be subject to pre-employment screening (vetting). An updated CV, and the following certified documents (ID copy, driver's license & qualifications must be attached) certified copies older than 3 months will not be accepted. Applications received after the closing date will be disqualified. Z83 form must be signed, if not your application will be disqualified. The Department reserves the right to fill the position (s). Errors and omission will be rectified. Women and people with disabilities are encouraged to apply.

OTHER POSTS

- POST 33/218** : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT, SOCIAL FACILITATION AND JOB CREATION REF NO: DRT/DS/2019/15**
Branch: Corporate Services
Directorate: Stakeholder Management and Corporate Partnership
Re-Advertisement

- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package) Level 11
Johannesburg
A three year National Diploma/Bachelor Degree in Public Relations, Community Development, Public administration /RPL Certificate in relation to the post. At least 3-5 years relevant experience in the field of stakeholder management, of which at least 3 years must have been at the level of an Assistant Director. Exposure to the transport Sector is essential. A working knowledge and understanding of the government regulatory framework and policies PFMA, PSA, Treasury Regulations and BCEA, LRA. The following skills are important: Excellent project management, written & verbal communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy skills. The incumbent must be willing to and able to work under pressure and after working hours. A valid driver's licence is essential.

- DUTIES** : The incumbent will responsible for the following tasks: implement the DRT Social Cohesion Program, Liaise with Internal and External stakeholders, Develop and implement the Departmental Service delivery roadshows and outreach programs. Build and sustain the positive departmental image. Generate and update a list of departmental current and future projects in preparation for over sight visits. Identify stakeholder information needs in terms of the departmental policies and programs. Implement the DRT Social facilitation plan, mobilization and strategy in relation to Township Economic Revitalization (TER) and infrastructure projects. Develop and implement stakeholder engagement policy and strategy. Monitor and analyse stakeholder service delivery trends and patterns in line with DRT Service Delivery Implementation Plan (SDIP). Manage the Sub-Directorate. Convene and attend meetings, draft brief reports for projects implementation. Develop directorate Operational Plan.

- ENQUIRIES** : Mr. M. Seheri Tel No: (011) 355-7187/7186

- POST 33/219** : **DEPUTY DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES REF NO: DRT/DS/2019/16**
Branch: Roads Infrastructure
Directorate: Design Services
Re-Advertisement

- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (inclusive package)
Johannesburg
A 3 year National Diploma/Bachelor's degree in Public Administration/Real Estate/Deeds/RPL Certificate in relation to the post. 3-5 years' experience in Land Acquisition or Property Management related to the proclamation of Provincial roads, of which at least 2 years must be at the level of an Assistant Director. Knowledge and understanding of BCEA, LRA, EEA, PSA and its

regulations, HR Policies and procedures, PFMA), Preferential Procurement Policy Framework Act (PPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Valid driver's licence.

DUTIES

Provide operational leadership to the sub-directorate. Manage the human resources of the sub-directorate, Planning and Controls systems. Manage financial administration, planning and Controls systems. Effectively Manage Land Acquisition Services. Provide effective management of leave, Performance Management and Development System (PMDS), and General Human Resources administration. Provide effective management of the budgeting process and budget control for goods and services and capital projects. Provide effective administration and management of assets and travel claims of the directorate. Provide effective management of land acquisition process and efficient resolution of land acquisition inquiries (Request for Leasing of land, Confirmation of Compensation, Confirmation of whether property is affected by future road, Inquiry about compensation process and Inquiry on whether the road is proclaimed or not). Accomplish staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures. Plan Service Delivery to meet Client Expectations. Develop Initiatives for Managing Development and Transformation Processes in a Workplace. Produce data and analyse statistics for workplace operations in the GPG. Apply Problem Solving Strategies. Maintain physical and/or electronic information records. Use Technology to achieve Workplace Objectives.

ENQUIRIES

: Mr. E. Mashaba Tel No: (011) 355 7096/7013

POST 33/220

: **DEPUTY DIRECTOR: VEHICLE FITNESS REF NO: DRT/R&C/2019/17**
Branch: Transport Branch
Directorate: Registration and Compliance
Re-Advertisement

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (Level 11) (inclusive package)
: Johannesburg, Head Office
: A 3 year National Diploma/Bachelor Degree in Transportation Management/RPL Certificate in relation to the post. At least 3-5 years relevant experience in Traffic Law environment of which at least 3 years must have been at the level of Assistant Director. Experience in court procedures and in-depth working knowledge of eNatis and NRTA is a requirement. A working knowledge and understanding of the government regulatory framework and policies governing roads and transport, Public Finance Management Act, Public Service Act, Treasury Regulations and Basic Conditions of Employment Act, Public Service Act, Labour Relations Act, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Excellent management skills, leadership skills, and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid driver's license is an inherent requirement of the position.

DUTIES

: The incumbent will be responsible for the registration for the registration and monitoring of Vehicle Testing Stations, Manufacturers, Importers and Builders of vehicles and Authorised Officers, as prescribed by the National Road Traffic Act, 93 of 1996 and related regulations. Develop and monitor service delivery standards and procedures. Perform any other function relevant to the Directorate. Give guidance on the interpretation of legislation and input into legislation, policy and procedure development and amendments. Represent the Province at various national and technical and policy committees. Manage Service Level Agreements. Keep and update a database of all service centres. Develop tools/controls for fighting fraud and corruption at Vehicle Testing Stations. Create and manage working relationship with the law enforcement agencies. Ensure regular consultation with the service centres/proprietors and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Manage human resources including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated.

ENQUIRIES

: Ms. K. Tshabalala Tel No: (011) 891 0090

POST 33/221 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: DRT/LR/2019/18**
Branch: Corporate Services
Directorate: Labour Relations
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (inclusive package)
: Johannesburg
: A 3 year National Diploma/Bachelor's Degree in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post. 3 to 5 years' experience in the field of Labour Relations or Labour Law or Trade Union environment, of which at least 3 years must be at the level of Assistant Director. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Knowledge of Service Legislative Frameworks, BCEA, PAJA, EEA, SDA, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. Written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management skills, decision making skills, financial management and computer literacy. A valid driver's License is essential.

DUTIES : Co-ordination and facilitation of grievance resolutions and management of collective bargaining in the department. Monitor the implementation of collective agreements and resolutions. Facilitate consultative structure within the Department and the regions. Develop and monitor regional consultative structures. Represent the Department on collective Bargaining disputes. Facilitate training for line managers in handling grievances and collective bargaining issues. Advise management and staff on labour relations issues (collective bargaining). Liaise with HR on Labour Relations matters. Promote sound labour relations practices. Management of Sub-directorate. Manage staff performance and assessments. Attend Bargaining Chamber meetings and workshops. Establish and maintain good relationships with organized labour and other external stakeholders.

ENQUIRIES : Mr. X. Mlambo Tel No: (011) 355-7560

POST 33/222 : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND DEVELOPMENT REF NO: DRT/OD&HRA/2019/19**
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (inclusive package)
: Johannesburg, Head Office
: A 3 year National Diploma/Bachelor's Degree in Management Services/Organisational and Work-study/RPL Certificate in relation to the post. At least 3-5 years relevant experience in Organisational Development environment of which at least 3 years must have been at the level of Assistant Director. Knowledge and understanding of Human Resource practices and management; Knowledge of DPSA regulations and Ministerial Handbook; Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. CORE, BCEA, LRA, EEA, SDA, OHSA; Must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, Visio/Access); Experience with Government systems and Tools – OrgPlus; PERSAL; Equate/Evaluate System, Vulindlela and Business Process Mapping. A valid driver's License is essential.

DUTIES : Overall management of the Organisational Development sub-directorate: Overseeing the development and implementation of business plans, outlining critical strategic/service delivery improvement interventions to be effected in accordance with the relevant legislation. Ensure the reviewing, re-designing, coordination and implementation of organisational structures and post establishment of the department; Manage and coordinate the job evaluation process within the department; Ensure the development of generic job profiles; Provisioning of HR Organisational Development Information Systems; Ensure the preparation of HR OD related monthly statistics e.g. vacancy rate, headcounts etc. Conduct research on HR OD matters; Coordinate the development of business improvements, standardisation of business

processes and process information; Manage overall change management interventions; Assess the overall organization and units affected by change; Develop a change management strategy for the department; Compile submission(s) on any development that relates to organizational structure, business processes, job evaluations, OSD's and any directive from the Minister of Public Service and Administration (MPSA); Facilitate the creation of organisational development strategies that support the business strategy of the department; Plan, organize and control activities pertaining to the functions of the component; Provide a quality assurance role to Organisational Development personnel.

ENQUIRIES : Mr. G. Taunyane Tel No: (011) 355 7526

POST 33/223 : **SPECIALIST: EMPLOYEE HEALTH AND WELLNESS REF NO: DRT/OD&HRA/2019/20**
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (inclusive package)
: Johannesburg, Head Office
: A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council is essential. At least 3 years management experience at the level of Assistant Director in Employee Health and Wellness/EAP. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint). A valid driver's License is essential.

DUTIES : To ensure awareness and management of diseases and chronic illness. Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. To promote the management of Mental Health and Psychosomatic illnesses. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health. To manage injury on duty and incapacity due to ill health. Put measures in place to integrate Health Risk Assessments and Management and Productivity Management. To promote occupational health education. To manage resources of the programme. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi Tel No: (011) 355 7490

POST 33/224 : **SPECIALIST: HIV, AIDS, STI& TB (HAST) REF NO: DRT/OD&HRA/2019/21**
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R733 257 per annum all-inclusive package (Level 11)
: Johannesburg, Head Office
: A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council is essential. At least 3 years management experience at the level of Assistant Director in Employee Health and Wellness/EAP. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA . Proficiency required

		in Microsoft Office Suite (especially Excel, Word, PowerPoint). A valid driver's License.
<u>DUTIES</u>	:	To manage and promote HAST prevention. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, Promote adherence to counselling and regular HIV testing, including those with active TB disease. Conducting research, monitoring and evaluation. Develop and implement data management system for NSP indicators to generate quarterly and annual reports. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and related ailments. Manage compilation of management reports as required. Present monthly, quarterly and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.
<u>ENQUIRIES</u>	:	Ms. T. Odame-Takyi Tel No: (011) 355 7490
<u>POST 33/225</u>	:	<u>DEPUTY DIRECTOR: MOTOR VEHICLE REGISTRATION & LICENSING</u> <u>REF NO: DRT/R&C/2019/22</u> Branch: Transport Directorate: Registration and Compliance Re-Advertisement
<u>SALARY</u>	:	R733 257 per annum (Level 11) (inclusive package)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	A 3 year National Diploma/Bachelor Degree in Transportation Management/RPL Certificate in relation to the post. At least 3-5 years relevant experience in Traffic Law environment of which at least 3 years must have been at the level of Assistant Director. A working knowledge of eNaTIS and NRTA is a requirement. Excellent management skill, leadership skills and advanced computer literacy are essential. Knowledge of the PFMA, PSA, BCEA, LRA, and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver's license is an inherent requirement of the position.
<u>DUTIES</u>	:	Manage a vehicle registration and licensing eNaTIS high risk transaction help desk services, eNaTIS hard and software calls and the eNaTIS call Centre. Manage the effective application and performance of transactions by the Provincial Help Desk staff on the eNaTIS Task Management System ensuring compliance with Legislative prescripts i.e. the National Road Traffic Act 93 of 1996. Handle with high level telephonic calls and faxes from Registering Authorities and other customers i.e. SAPS, SABS, Auditor-General, Motor Industry etc. Manage the registration and regulation of manufactures of number plates. Represent the province at the eNaTIS User Group meeting and at the Interprovincial Policy and Procedure Work Group, and regular consultation with Registering Authorities. Give advice on all matters relating to vehicle registration and licensing. Develop, maintain and monitor Motor Vehicle Registering Authority's service delivery standards and procedures. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with Batho Pele principles. Perform any other function relevant to the Directorate. Manage the Provincial Help Desk Section including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated. Keep and update a database of all Registering Authorities. Develop tools for fighting fraud and corruption at Motor Vehicle Registering Authorities (MVRA).
<u>ENQUIRIES</u>	:	Ms. K. Tshabalala Tel No: (011) 891 0090
<u>POST 33/226</u>	:	<u>DEPUTY DIRECTOR HELPDESK REF NO: DRT/OL/2019/23 (X1 POST)</u> Branch: Transport Directorate: Operating Licensing Re-Advertisement
<u>SALARY</u>	:	R733 257 per annum (Level 11) (inclusive package)
<u>CENTRE</u>	:	Ekurhuleni
<u>REQUIREMENTS</u>	:	A 3 year National Diploma/Bachelor's Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. At least 3-5 years' experience within public transport environment, of

which three years at the level of an Assistant Director. Knowledge and experience in the following fields are critical: Project Management, Legal and Public Transport. Knowledge and understanding of the following legislative prescripts is critical: National Land Transport Act No 5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Good liaison and team working skills; Proven administrative and organisational skills, good interpersonal, organization and planning skills. A valid driver's license is essential.

DUTIES : Ensure effective management and administration of the receipt, processing of permits/operating license application and the issuing of operating licenses for all modes of public passenger road transport. Facilitate the establishment of Transport Operating Licensing administrative bodies (TOLABS) in the Region. Ensure the effective and efficient functioning of TOLABS. Manage the permit conversion process of radius based permits into Operating Licenses. Oversee the management of the document management/registry functions within the Region. Facilitate the implementation of Anti-Fraud and corruption control system. Attend to audit queries and implementation of recommendation thereof. Compile weekly/monthly/quarterly performance reports and make budgetary recommendations. Develop project and operational plans to execute strategic objectives outlined in the Department's strategic plan. Liaise closely with Legal unit of the Department to ensure that all legislative frameworks relating to issuing of Operating Licensing are in place and adhered to. Manage the Departmental information systems used in the processing and issuing of Operating Licenses. Liaise and consult with public transport structures, commuters, and government institutions. Ensure sound management of financial and human within the sub-directorate.

ENQUIRIES : Ms N. Dube Tel No: (011) 227 8305

POST 33/227 : **DEPUTY DIRECTOR: APPLICATION SYSTEM SUPPORT REF NO: DRT/IF/2019/24**
Branch: Corporate Services
Directorate: Information Systems
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (inclusive package)
: Johannesburg, Head Office
: BSc Degree/National Diploma in IT, at least 5 –10 years' experience in systems development and managing consultants and SLAs. Knowledge of VB.Net, ASP, ASP.Net, SQL MS Access. Good communication skills and a valid driver's license.

DUTIES : Policy formulation, implementation and standards, change management, knowledge management, problem solving and analysis, render development of new Information Systems services. Supervise applications team, analyse application reports to identify trends and take appropriate preventative actions. Drive the implementation of policies and standards, assist director in implementing operational plans. Manage consultants contracted by Directorate. Manage upgrading and maintenance of Information Systems services. Provide technical consultancy and support to clients. System documentation. Manage staff training and performance reviews.

ENQUIRIES : Mr. E. Ndou Tel No: (011) 355- 7315

POST 33/228 : **DEPUTY DIRECTOR FINANCIAL CONTROL REF NO: DRT/FA/2019/25**
Branch: Corporate Services
Directorate: Financial Accounting
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (inclusive package)
: Johannesburg
: A 3 year National Diploma/Bachelor's Degree in Financial or Management Accounting, with at least 3-5 years relevant experience in Financial or Management Accounting of which at least 3 years must have been at the level of Assistant Director. In-depth knowledge of PFMA, PSA, Treasury Regulations, and Procurement reforms, SAP and BAS. Computer literacy proficiency in word and excel. Good planning and organizational skills. Good

communication skills (written and verbal), understanding of expectations of various stakeholders. Sound interpersonal and analytical skills, ability to work under pressure, willingness to work long hours as and when required. A valid driver's license.

DUTIES : Assist in providing strategic support to the Director Financial Accounting to ensure delivery and implementation of planned work, and proactively foster a high-performance culture. Ensure claims are paid timeously. Implement mechanisms to effectively manage and minimize accruals. Timeous processing of travel and subsistence advances and clearance of relevant suspense accounts. Prevent and detect fruitless and wasteful expenditure. Implement the strategic objectives of the section. Assist in development of policies, strategies, guidelines and tools to ensure effective monitoring. Consolidation of monthly finance reports, and timeous submission. Prepare monthly cash flow projections and daily management of the PMG Account. Ensure fund requisitions are prepared timeously. Supervision of staff. Ensure adherence to policies, regulations and instruction notes. Respond to Internal and External audit queries and enquiries from various committees, and engage with key stakeholders to ensure we bridge the expectation gap.

ENQUIRIES : Mr. TM Mokete Tel No: (011) 355-7473

POST 33/229 : **DEPUTY DIRECTOR – PROJECTS REF NO: DRT/OL/2019/42**

Branch: Transport Branch
Directorate: Registration and Monitoring
Re-Advertisement

SALARY : R733 257 per annum (Level 11) (inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : A 3 year National Diploma/ Bachelor Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. At least 3-5 years in Public Transport Management and understanding of the National Land Transport Information System (NLTIS), of which 3 years must be at the level of an Assistant Director. A sound knowledge of government policies. Experience in and exposure to the Public transport sector as well as stakeholder management. Excellent Project Management. Communication (written & verbal) skills. Computer literacy (MS Excel, Word, Project & Power point) are essential. The incumbent must be willing and able to work under pressure. A valid driver's license is essential.

DUTIES : The Incumbent will maintain and sustain the National Land Transport Information System (NLTIS) and records management of Public Transport modes. Manage Associations, members/operators and routes. Assess and oversee applications and capturing of Public Transport Operators and Associations. Liaise with National Department of Transport, Provinces and Municipalities regarding registration processes. To ensure the implementation of the National Land Transport Act no 5 of 2009 and the Provincial Land Transport Policy. To manage all Regional office information and accurately manage reports from the database Registration and Administration System (RAS) register. Manage and oversee the correctness of the Registration Processes. Ensure legal compliance to the NLTA. Prepare monthly and Quarterly reports and draft Annual performance plans.

ENQUIRIES : Mr. M. Sojane Tel No: (011) 227-8302/8337

POST 33/230 : **ENGINEER PRODUCTION GRADE A REF NO: DRT/CCPP&B/2019/14**

Branch: Roads Infrastructure
Directorate: Construction, Capital Projects Programming and Budgeting
Re-Advertisement

SALARY : R718 059 - R766 278 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience post qualification)

CENTRE : Johannesburg

REQUIREMENTS : Engineering Degree (B Eng/BSC (Eng), 3-5 years' experience in construction. Compulsory registration with ECSA. Knowledge of relevant legislation and Public Service Regulations, SLAs, Engineering Professional Act, Architectural Profession Act, Landscape Architectural Act, National Land Transport Act of 2009 and Infrastructure Act of 2001. Valid driver's license.

DUTIES : Manage and execute the programming and budgeting for the Construction Chief directorate. Management of the overall construction projects

programming. Human capital management for the programming and budgeting sub-directorate. Ensure training and development of technicians, technologists and candidate engineers to promote skills and knowledge transfer. Ensure adherence to sound engineering principles and code of practice. Manage and execute social facilitation activities for the Construction Chief Directorate. Management of the social facilities on all construction projects. Manage and ensure EPWP compliance for the Construction Chief Directorate. Ensure job creation on all projects.

- ENQUIRIES** : Ms V. Govinden Tel. No: (011) 355 7031
- POST 33/231** : **SENIOR LEGAL ADMIN OFFICER REF NO: DRT/LAS/2019/27**
Branch: Corporate Services
Directorate: Legal Advisory Services
Re-Advertisement
- SALARY** : R473 820 – R1 140 828 per annum (Salary Notch/package to be determined according to relevant experience in terms of OSD)
- CENTRE REQUIREMENTS** : Johannesburg
B Proc/LLB. Admitted as an Attorney or Advocate. 8 years' relevant experience gained after obtaining the qualification. Experience in legal research. Good communication (written and verbal). Ability to solve problems. Ability to work under pressure. Good office administration, computer literacy, planning and organizing skills. Experience in the management of litigation. Valid driver's license and willingness to travel.
- DUTIES** : Provide legal advice and opinions. Ensure compliance with all relevant legislation and policies by the department. Legal drafting and interpretation. Draft, review and amend contracts and any other legal documents. Comment on legislation, policies and any other legal documents. Knowledge of Court procedures. Administer the process of appeals. Management of litigation. Coordinate and monitor the implementation of Access to Information Act and PAJA.
- ENQUIRIES** : Ms. J. Madumo Tel No: (011)355 7277
- POST 33/232** : **SURVEY TECHNICIAN CONTROL: FIELD REF NO: DRT/CCPP&B/2019/26**
Branch: Roads Infrastructure
Directorate: Construction, Capital Projects Programming and Budgeting
Re-Advertisement
- SALARY** : R446 202 – R510 189 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience post qualification)
- CENTRE REQUIREMENTS** : Johannesburg
Engineering Degree (B Eng/BSC (Eng). 3 years engineering experience. Compulsory registration with ECSA. Knowledge of relevant legislation, Public Service Regulations, SLAs, Engineering Professional Act, Architectural Profession Act, Landscape Architectural Act, National Land Transport Act of 2009 and Infrastructure Act of 2001. Valid driver's license.
- DUTIES** : Administer Sub-Directorate budget and human resource functions. Give expert advice and guidance on technical matters relating to surveys. Maintain professional registration to ensure ultimate professional services to the Public. Maintain Survey operational effectiveness. Human capital management for the programming and budgeting sub-directorate. Ensure training and development of technicians, technologists and candidate engineers to promote skills and knowledge transfer. Ensure adherence to sound engineering principles and code of good practice. Manage and ensure EPWP compliance for the Construction Chief Directorate. Ensure job creation on all projects.
- ENQUIRIES** : Mr. E. Mashaba Tel No: (011) 355 7096/7013
- POST 33/233** : **ASSISTANT DIRECTOR: LEAVE ADMINISTRATION AND TERMINATIONS REF NO: DRT/OD&HRA/2019/28**
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement
- SALARY** : R376 596 per annum (Level 09) (plus benefits)
- CENTRE** : Johannesburg

<u>REQUIREMENTS</u>	:	A 3 year National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/RPL Certificate in relation to the post. 2-3 years' experience in the field of Leave Administration and Terminations of which at least 2 years must be at the level of Supervisor. Knowledge and understanding of BCEA, LRA, EEA, PSA, PSR, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Working knowledge of PERSAL and SAP. Computer Literacy Skills. A Valid Driver's license is essential.
<u>DUTIES</u>	:	Develop, communicate and manage the implementation of processes, procedures, programs, databases. Overall management of the division and ensure quality assurance measures and service delivery improvement strategies regarding PILIR, Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements. Compile monthly, quarterly and annual management information reports.
<u>ENQUIRIES</u>	:	Mr. G. Taunyane Tel No: (011) 355 7526
<u>POST 33/234</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DRT/OD&HRA/2019/29</u> Branch: Corporate Services Directorate: Organisational Development and Human Resources Administration Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg
<u>REQUIREMENTS</u>	:	A 3 year National Diploma/Bachelor's Degree in Human Resource Management /RPL Certificate in relation to the post. 2-3 years' experience in the field of Recruitment and Selection of which at least 2 years must be at the level of Supervisor. Knowledge and understanding of BCEA, LRA, EEA, PSA, PSR, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Working knowledge of PERSAL and SAP. Computer Literacy Skills. A Valid Driver's license is essential.
<u>DUTIES</u>	:	Overall management of the division Recruitment and Selection. Develop/communicate and manage the implementation of processes, procedures, programs, database and filling of vacancies. Develop, maintain and implement HR related policies and strategies. Monitor all career incidents on PERSAL and implement control measures, procedures and processes. Render guidance and training advice to managers or employees on matters relating to Recruitment and Selection. Develop or quality assure the correctness of submissions to delegated authorities. Compile monthly, quarterly and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.
<u>ENQUIRIES</u>	:	Mr. G. Taunyane Tel No: (011) 355 7572
<u>POST 33/235</u>	:	<u>ASSISTANT DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES REF NO: DRT/DS/2019/30</u> Branch: Roads Branch Directorate: Design Services Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	A 3 year National Diploma/Bachelor's Degree in Public Administration, Real Estate & Deeds /RPL Certificate in relation to the post with 2-3 years in Land Acquisition in which 2 years must be at supervisory level. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Driver's license is essential. Knowledge and understanding of Gauteng Transport Infrastructure Act (GTIA). Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.
<u>DUTIES</u>	:	Provide effective supervision and operations of Land Acquisition processes. Efficient resolution of land acquisition enquiries (Request for Leasing of land, Confirmation of Compensation for Land Acquisition, Confirmation of whether

		property is affected by future road, Inquiry about compensation process and Inquiry on whether the road is proclaimed or not). Plan Service Delivery to meet Client Expectations. Produce data and analyse statistics for workplace operations in the GPG. Maintain physical and/or electronic information records. Mr. E. Mashaba Tel No: (011) 355 7096/7013
<u>ENQUIRIES</u>	:	
<u>POST 33/236</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS - CASE MANAGEMENT REF NO: DRT/LR/2019/31</u> Branch: Corporate Services Directorate: Labour Relations Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg A 3 year National Diploma/Bachelor's Degree in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post. 2 to 3 years' experience in the field of Labour Relations or Labour Law or Trade Union environment, of which at least 2 years must be at the level of Supervisor. Knowledge of LRA, PSA and Regulations, Public Service Legislative Frameworks, BCEA, PAJA, EEA, SDA, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. Written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management skills, decision making skills, financial management and computer literacy. A valid drivers license is essential.
<u>DUTIES</u>	:	Coordinating and facilitating grievances and misconducts cases in the Department. Maintain and manage a case management system, as well as manage and facilitate all disciplinary processes, in terms of providing advisory services to the Department on Labour Relations issues. Promote sound Labour Relations practices, acknowledge and register all cases in the Department by capturing and updating all cases on case management system. Produce and submit reports for the Department and external Stakeholders. Timeously prepare and facilitate on resolutions for the misconduct and grievance cases. Assist with other interests such as facilitating training on line managers on how to assist in handling of grievances and collective bargaining issues. Conduct awareness sessions and liaising with HR on Labour Relations matters. Promote sound collective bargaining practices. Management of Sub-directorate. Manage staff performance, assessments and resources.
<u>ENQUIRIES</u>	:	Mr. X. Mlambo Tel. No: (011) 355-7560
<u>POST 33/237</u>	:	<u>ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: DRT/IS/2019/32</u> Branch: Corporate Services Directorate: Information Systems Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg A 3 year National Diploma or Bachelor's Degree in IT, A+, N+. MCSE at least 2 to 3 years' experience in the Desktop and support of which at least 2 years must be at the level of Supervisor. A valid driver's license is essential, and good communication skills. Good customer relationship skills. Service delivery innovation skills.
<u>DUTIES</u>	:	Policy formulation and implementation, change management, knowledge management problem solving and analysis. Maintain user accounts. Supervise technical support team. Liaise between management and users. Analyse problem reports to identify trends and take appropriate preventative actions. Drive the implementation of policies and standards. Assist the Deputy Director in implementing operational plans. Manage consultants contracted by sub-directorate. Troubleshooting network problems. Manage network operating infrastructure, operating systems and security. Effective management of IT as a strategic resource.
<u>ENQUIRIES</u>	:	Mr. E. Ndou, Tel No: (011) 355- 7315

- POST 33/238** : **ASSISTANT DIRECTOR: FINANCIAL SUPPORT REF NO: DRT/FA/2019/33**
Branch: Roads Branch
Directorate: Financial Accounting
Re-Advertisement
- SALARY** : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : A 3 year National Diploma/Bachelor's Degree in Financial or Management Accounting/RPL Certificate in relation to the post with at least 3 years' experience of which a minimum of 2 years should be at a supervisory level. Leadership Skills. Extensive knowledge of PFMA, Treasury Regulations, SAP and BAS. Knowledge in preparation of the financial statements in accordance with Modified Cash Standard is essential. Valid Driver's license is essential.
- DUTIES** : Ensure suspense accounts are monitored and cleared on a monthly basis. Effectively deal with the month and year-end closure procedures. Perform analytical reviews on both expenditure and revenue accounts per line item. Ensuring interdepartmental receivables and payables are reconciled timeously. Compilation of accurate and complete monthly, quarterly and annual financial statements and also ensure the audit file is properly referenced. Ensure the financial reports are submitted timeously in line with the pre-determined dates. Ensure compliance to PFMA, Treasury Regulations, internal policies and any other Legislation that might be necessary. Maintain a complete and accurate register for all liabilities within the Department. Provide financial support to other stakeholders within the department to produce quality financial information. Assist in development of finance policies, guidelines and any other roles that help in executing the duties of the assistant director and smooth running of the component. Assist in the administration of the debt account of the Department and responding to internal and external audit queries
- ENQUIRIES** : Mr. T Mokete Tel No: (011) 355-7473
- POST 33/239** : **SENIOR EXAMINER REF NO: DRT/PRA/2019/34 (X3 POSTS)**
Branch: Transport Branch
Directorate: Provincial Registration Authority
Re-Advertisement
- SALARY** : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Maponya/Xavier/Kliptown/Sebokeng
REQUIREMENTS : A Grade 12 certificate/RPL Certificate in relation to the post with 3 years' Supervisor and Examiners of Vehicle experience; Qualified and registered as a Grade A Examiner with a relevant qualification (Code EC and A); valid Driver's License Grade EC; Knowledge of PSA; BCEA; PAJA; PAIA; eNaTIS; Municipal By-Laws; Control of Access to Premises and Vehicles Act; and OHS Act. Computer literacy skills.
- DUTIES** : Ensure that applicable documents are received for consideration in terms of the NRTA. Ensure that tests are conducted in terms of the NTA; ensure that test results are captured on eNaTIS. Ensure that renewals of driving licenses and PrDP's are conducted. Monitoring of Fraud and Corruption, and reporting of all unlawful activities. Stakeholder communication and management. Ensure maintenance and compliance of all testing facilities; and Human Resource Management.
- ENQUIRIES** : Ms. M.M. Nkabiti Tel No: (011) 355-9039/9037
- POST 33/240** : **ASSISTANT DIRECTOR: PROJECTS REF NO: DRT/R/2019/35**
Branch: Transport Branch
Directorate: Registration and Monitoring
Re-Advertisement
- SALARY** : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A 3 year National Diploma/Bachelor's Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. Extensive proven competence of 2-3 years' relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) no 5 of 2009 and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic

		Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with emphasis on Excel, MS Word, MS Projects and Power Point; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver's license is essential.
<u>DUTIES</u>	:	To manage the proper assessment of registration applications by associations and operators as per application checklist. To ensure that all received registration applications are administered correctly. To ensure compliance to all relevant transport legislation. Manage the accurate capturing of information in relation to the registration of Public Transport operators/associations. To supply data to relevant Metropolitan and District Municipal authorities in relation to confirmation of registration. To manage the effective administration and record keeping of enquiries/queries for the registration process. To manage received applications for the registration of operators/associations. Assist with the administration of projects. Coordinate meetings and workshops, to manage constant communication with staff in relation to the verification of information and documents for registration. To train and supervise Sub-ordinate staff; Assign tasks and functions to sub-ordinates. To report on the statistics in relation to received and processed registration applications. Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate.
<u>ENQUIRIES</u>	:	Mr. M. Sojane Tel No :(011) 227-8302/8337
<u>POST 33/241</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE COMPLIANCE REF NO: DRT/R&C/2019/36</u> Branch: Transport Branch Directorate: Registration and Compliance Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg, Head Office A 3 year National Diploma/Bachelor's Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. 2 to 3 years appropriate experience in the eNatis environment of which 2 years must be at Supervisory level. Knowledge of the following will be a distinct advantage: Road Traffic Act, PFMA, Criminal Procedure Act, PSA and Treasury Regulations. Leadership skills and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. Understanding of the TRAFMAN system. A valid Driver's license is essential.
<u>DUTIES</u>	:	Ensure an effective and efficient frontline service delivery monitoring, customer relations, query management and transversal services. Develop and manage a programme of reporting and operational reporting templates that facilitate the acquisition and aggregation of licensing service centre activity information. Develop the management control systems and procedures, geared towards quality and customer service excellence. Develop and manage a Registering Authority statistics maintenance policy and framework. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Develop and manage a framework for Registering Authorities site visits. Provide information and accompany delegates to front line service centres. Prepare reports and other documentation for senior management as required. Develop and manage a training programme aimed at ensuring that the licensing centre personnel and monitoring team is conversant with relevant legislation, policies, procedures and development needs.
<u>ENQUIRIES</u>	:	Ms. K. Tshabalala Tel No: (011) 891 0090
<u>POST 33/242</u>	:	<u>ASSISTANT DIRECTOR: VEHICLE FITNESS REF NO: DRT/R&C/2019/37</u> Branch: Transport Branch Directorate: Registration and Compliance Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg, Head Office A 3 year National Diploma/Bachelor's Degree in Public Administration/Transportation Management/Licensing/RPL Certificate in

relation to the post. 2 to 3 years' experience in the eNatis environment of which at least 2 years must be at the level of Supervisor. The candidate should have in depth knowledge of the NRTA and Regulations, PFMA, BCEA, PSA, LRA, PAJA and PAIA. An in depth understanding of eNATIS will be a distinct advantage. Supervisory skills, leadership skills and advanced computer literacy skills, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid Driver's license is an inherent requirement of the position.

DUTIES : Give constant input into eNatis software development and enhancement as it relates to the area of responsibility. Attend National and Provincial meetings and chair sub-committees as it relates to the area of responsibility. Give constant input into Road Traffic legislative amendments as it relates to the area of responsibility. Register and monitor Compliance of Vehicle Testing Station, Authorize Officers Manufacturers, Importers and Builders of vehicles (MIB's), implement Administrative action in terms of PAJA. Handle MEC and legislature enquiries. Develop management control systems and procedures, geared towards quality and customer service excellence, which eliminates risks in the area of responsibility. Prepare reports and other documentation for senior management as required. Manage Human resources of the section, supervise subordinates and perform any other delegated tasks in line with the functions of the directorate.

ENQUIRIES : Ms. K. Tshabalala Tel No: (011) 891 0090

POST 33/243 : **ASSISTANT DIRECTOR: MONITORING DRT/R/2019/38 (X3 POSTS)**
Branch: Transport
Directorate: Registration and Monitoring
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09) (plus benefits)
: Johannesburg, Tshwane TOLAB, West Rand TOLAB
: A 3 year National Diploma/Degree in Public Administration/Transport Management/Licensing/ RPL Certificate in relation to the post. Extensive proven competence of 2-3 years' relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with emphasis on Excel, MS Word, MS Projects and Power Point; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver's license is essential.

DUTIES : To manage the schedules of Monitors of the different regions in Gauteng; To ensure that all received registration applications are administered correctly; To ensure compliance to all relevant transport legislation; To manage the accurate capturing of information in relation to the registration of Public Transport operators/associations; To supply data to relevant Metropolitan and District Municipal authorities in relation to confirmation of registration; To assist with the administration of projects. Coordinate meetings and workshops, To manage constant communication with staff in relation to the verification of information and documents for registration; To train and supervise Sub-ordinate staff; Assign tasks and functions to sub-ordinates; To ensure proper communication and feedback to all staff; To report on the statistics in relation to received and processed registration applications; Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate. The successful candidate will oversee and manage the registration of 3 operators/association in the Directorate.

ENQUIRIES : Mr. M. Sojane Tel No: (011) 227-8302/8337

POST 33/244 : **ASSISTANT DIRECTOR: APPLICATIONS COUNTER REF NO: DRT/OL/2019/39**
Branch: Transport Branch
Directorate: Operating Licensing
Re-Advertisement

SALARY CENTRE : R376 596 per annum (Level 09) (plus benefits)
: Johannesburg (1 Post)

<u>REQUIREMENTS</u>	:	Ekurhuleni (X1 Post) A 3 year National Diploma/ Bachelor's Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. 2-3 years' relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No 5 of 200(NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills, good liaison and team working skills; Good interpersonal, organization and planning skills. A valid driver's License is essential.
<u>DUTIES</u>	:	Manage the receipt and verification of operating license applications for all public passenger road transport. Ensure that public transport operators are provided with the relevant information relating to public transport operating licenses. Ensure that all applications for operating licenses and the relevant supporting requirements are submitted by public transport operators and are thoroughly verified. Contribute towards the finalisation of Annual Performance Plan and Operational Plan. Manage staff in the applications counter unit. Liaise and consult with public transport operators, commuters and other government institutions. Manage the implementation of key public transport related projects. Prepare monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms N. Dube Tel No (011) 227 8305
<u>POST 33/245</u>	:	<u>ASSISTANT DIRECTOR ISSUING AND COLLECTION SERVICES REF NO: DRT/OL/2019/40 (X1 POST)</u> Branch: Transport Branch Directorate: Operating Licensing Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Tshwane
<u>DUTIES</u>	:	A 3 year National Diploma/ Bachelor's Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post at least 3-5 years' experience within the public transport environment. Extensive proven competency and experience in the public sector at supervisory level, preferably in the transport environment and project management. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No 5 of 200(NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, PFMA and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills, good liaison and team working skills; Good interpersonal, organization and planning skills. A valid driver's License is essential. The incumbent will perform the following duties in the issuing of operating license: Manage the scheduling of permit/operating license applications for Gauteng Provincial Regulatory Entity (GPRE) hearings. Manage the safe-keeping of printed certificates for issued operating licenses. Manage the implementation of key public transport related projects. Consolidation of portfolio of evidence (POE) that is signed copies of Operating Licenses. Manage the registry section. Manage the flow of information, documents and files for issuing of permits/ operating licenses. Manage collection of operating license. Liaise with Gauteng Provincial Regulatory Entity (GPRE) in relation to the signing of face values for issuing of operating licenses. Prepare monthly and quarterly reports. Manage the performance of assigned personnel to achieve key result areas that derive from directorate Work plan. Contribute towards the finalisation of the Annual Performance Plan and Operational Plan.
<u>ENQUIRIES</u>	:	Ms N. Dube Tel No: (011) 227 8305

POST 33/246 : **ASSISTANT DIRECTOR: PROCESSING SERVICES REF NO: DRT/OL/2019/41**
Branch: Transport Branch
Directorate: Operating Licensing
Re-Advertisement

SALARY CENTRE : R376 596 per annum (Level 09) (plus benefits)
: Tshwane (X1 Post)
Ekurhuleni (X1 Post)

REQUIREMENTS : A 3 year National Diploma/ Bachelor's Degree Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. 2-3 years' relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No 5 of 200(NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Ability to collect and interpret information. Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills, good liaison and team working skills; Good interpersonal, organization and planning skills. A valid driver's License is essential.

DUTIES : Receiving and processing of operating licenses. Manage the effective administration of information and documents. Manage the advertisement of operating licenses. Manage the processing of applications for the permit conversion process and administer referrals to Metro and Inter- provincial Boards/Entities. Manage the liaison support function. Manage the flow of information and reports in relation to processed applications. Contribute towards the finalisation of Annual Performance Plan and Operational Plan. Liaise with stakeholders. Manage the implementation of key public transport related projects. Manage the performance of assigned personnel to achieve key results areas that derived from Directorate work plan. Prepare monthly and quarterly reports.

ENQUIRIES : Ms N. Dube Tel No: (011) 227 8305

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

The provincial department of education: kwaZulu-Natal is an equal opportunity affirmative action employer.

- APPLICATIONS** : should be sent by post: The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritz Street, Pietermaritzburg, 3201.
- FOR ATTENTION** : Mr. P.B.V. Ngidi
- CLOSING DATE** : 27 September 2019
- NOTE** : must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Note: The filling of the posts will be done in terms of the Department's approved Employment Equity Plan the Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment Failure to comply with the above directives will result in the application not being considered. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

OTHER POSTS

- POST 33/247** : **SOCIAL WORKER: SCHOOL SOCIAL WORK SERVICES REF NO: DOE/07/2019**
(3 Year Renewable Contract)
- SALARY** : R472 551 per annum
- CENTRE** : Pietermaritzburg, Head Office
- REQUIREMENTS** : 4 Year Diploma /Degree in Social Work, Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP), Computer Literate-Word, Excel, PowerPoint, report writing and facilitation skills. Three years' experience as a Social Worker. Valid Code 8 Driver's License. Competencies: Knowledge of school social work services and programmes for learners attending Public Ordinary and Public Special Schools in line with the National Policy on HIV and AIDS, STI's and TB for learners, Educators, School Support Staff and Officials in all Primary and Secondary Schools in the Basic Education Sector, DBE National Policy Framework on Care and Support for Teaching and Learning, My Life My Future Programme, Education White Paper6, and Integrated School Health Policies and Programmes.
- DUTIES** : Train Teachers, parents and support staff in early identification of social, emotional and behavioral barriers. Train teachers, parents and support staff to manage identified learners who experience social, emotional and behavioral barriers. Develop and Implement preventative programmes for learners, parents and School Governing Body's (SGBs) to address social barriers that impact on learner's school attendance, retention and performance. Provide assistance to and training of teachers, parents and SGBs with regard to legislation and the implementation of policies related to child safety, protection and development. Provide specialized social work support to strengthen School Health Teams, District and School based support teams (DBSTs/SBSTs), and Education Support Staff eg. Learner, Support Agents. Provide social work inputs with regard to relevant policy development and reviews, conduct research and gather information to identify trends and needs with respect to social, emotional and behavioral barriers experienced by learners. Participate in inter-and intra-sectoral networks and collaborations to promote integrated programme delivery. Capacitate district officials and

educators for the effective implementation of the Department's Care and Support for Teaching and Learning Framework. Compile and present programme progress reports and maintain a caseload database. Participate in forums addressing social ills affecting learners.

ENQUIRES : Mr N. Bridglall Tel No: (033) 348 6127

POST 33/248 : **ASSISTANT DIRECTOR: HIV/AIDS LIFE SKILLS EDUCATION REF NO: DOE/06/2019 (X2 POSTS)**
(3 Year Renewable Contract)

SALARY : R470 040 per annum. (Level 10)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : An appropriate B Degree/Diploma with specialization in HIV and AIDS or Educational Psychology or Child and Youth Care/Social Work or Life Orientation or Public Health. Must have at least 5 years working experience in learner and teacher support in the field of HIV and AIDS or Educational Psychology or Child and Youth Care or Life Orientation or Social Support & Counselling or Community Development or Public Health and Code 8 Driver's License. Competencies: Knowledge of project management as well as knowledge of the following legislation and policies: DBE National Policy, Care and Support for Teaching and Learning Framework, My Life My Future Programme, Education White Paper 6, PFMA, DORA and Key Strategic Documents of KZNDOE. The following are additional requirements: proven ability to communicate cross culturally with a range of public and private counterparts. Strong interpersonal skills and proven ability to engage in proactive and informative discussions at all levels. Must be able to apply a sound judgement in dealing with Government officials, other technical programme officials, counterpart and other role-players. Proficiency in the use of computers (Word Processing, Excel and PowerPoint programmes) to allow the incumbent to prepare the required written and spoken English. Knowledge of one or more of the other South African official language will be an advantage.

DUTIES : Facilitate implementation of the following policies and programmes for learners in Public Special Schools: DBE National Policy on HIV and AIDS, STIs and TB, Integrated School Health Policy, Care and Support for Teaching and Learning Framework, My Life My Future Programme, Life Skills HIV and AIDS Education Programme. Capacitate district officials and educators for the effective implementation of the Department's Care and Support for Teaching and Learning, HIV and AIDS Life skills and Integrated School Health Policies and Programmes. Management and Administration of the HIV and AIDS Conditional Grant. Monitoring, support, Evaluation and Reporting on the implementation and the impact of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes. Participate in inter-and intra-sectoral networks and collaborations to promote integrated programme delivery. Compile and present programme progress reports. Participate in forums addressing social ills affecting learners. Working collaboratively with Operation Sukuma Sakhe Structures, Sister Departments, Service Providers, Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes. Performance management, Leadership and Supervision of the HIV and AIDS Conditional Grant Administrative Staff. Train teachers, parents and support staff in early identification and support strategies to manage risky behavior among learners. Develop and implement preventative programmes for the school community to address social barriers that impact on learner attendance, retention and support.

ENQUIRES : Mr N. Bridglall: Tel No: (033) 348 6127

DEPARTMENT OF HEALTH

OTHER POSTS

POST 33/249 : **CLINICAL MANAGER GRADE 1 REF NO: HRM 45/2019 (X1 POST)**
Directorate: Medical

SALARY : Grade 1: R1 173 900 – R1 302 847 per annum
CENTRE : King Edward VIII Hospital

<u>REQUIREMENTS</u>	:	MBCHB or equivalent PLUS, registration certificate with the HPCSA as a Medical Practitioner PLUS, current registration with HPCSA as a Medical Practitioner (2019/2020) Experience: Grade 1: 3 years after registration with the HPCSA as a Medical Practitioner Other Benefits: Commuted overtime (conditions apply)/the incumbent in the post would be required to enter into a performance contract for commuted overtime recommendation: Computer Literacy, Management experience within a medical domain knowledge, skills, training, and competencies required: Computer literate – proficient in the MS package (Word, Excel, Outlook, Power Point), sound clinical knowledge, competency and skills in a clinical domain, sound planning, negotiating and decision making, information analysis, problem solving and policy (sop) formulation competency skills, good communication, leadership, interpersonal and supervisory skills, ability to supervise and manage allied health and clinical domains, formulate policies and guidelines to improve quality of health care, ability to manage medical and allied health sub-components independently, diligently, responsibly and engage when necessary, knowledge of relevant policies, legislative prescripts, programs and priorities, ability to teach, guide, and mentor junior staff within the department, competence in human resources management, financial management, conflict management and change management
<u>DUTIES</u>	:	To assist senior Medical manager with supervision and management of clinical and allied health domains, to execute duties and functions with proficiency, to support the aims and objectives of the department/institution that are consistent with standards of patient care, ensure an effective administered clinical department, effect education, training and research, to assist with clinical governance and to assist compiling of medicolegal cases, ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards/National Core standards and Ideal Hospital Realisation and Maintenance Framework, assist and formulate in the preparation and implementation of guidelines and protocols, participate and supervise in academic and training programs, ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels, ability to deal with all medical emergencies and knowledge of ethical medical practice, supervise and perform with clinical audits, provide support to the Heads Clinical Unit in ensuring an efficient standard of patient care and services is maintained
<u>ENQUIRIES</u>	:	Dr. S. Ramji Tel No: (031) 360 3854
<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. Please note that due to financial constraints, there will be no payment of S&T claims. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 33/250</u>	:	<u>MEDICAL SPECIALIST - FAMILY MEDICINE (GRADE1 TO 3) REF NO: SAP 08/2019</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 - R1 173 900 per annum Grade 2: R1 264 623 – R1 342 230 per annum

**CENTRE
REQUIREMENTS**

Grade 3: R1 467 651 – R1 834 890 per annum
Other Benefits: Rural Allowance, Fixed overtime
St Apollinaris Hospital
Senior Certificate (Grade 12) or equivalent qualification PLUS MBCHB qualification PLUS Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine PLUS Current registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine PLUS Unendorsed valid Code B drivers licence (CODE 08) Experience: **Grade 1:** No experience required **Grade 2:** Five (5) years' experience after registration with HPCSA as Medical Specialist. **Grade 3:** Ten (10) years' experience after registration with HPCSA as Medical Specialist. Skills: Sound clinical knowledge and experience in the relevant discipline. Knowledge of current health and Public Service Legislation, Regulations and Policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES

Provide safe, ethical and high quality of care through the development of standards and risk assessment in the area of clinical and customer care (patient perspective) in the respective specialty. Provide a full package services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities Provide Specialist services and support to the Clinical Head of Unit. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the Institution. Manage EPMDS of the junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach programmes. Ensure a functional referral system. Actively participate in the academic programme run by Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. The incumbent should have comprehensive knowledge of the specialty Discipline. Competence in the clinical evaluation of patients, interpretation of special investigations within the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist the HCU in the development of management protocols / policies for the Department – Discipline. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After-hour participation in call rosters.

**ENQUIRIES
APPLICATIONS**

Dr NE Mancini at Tel No: (039) 833 8002
Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION
NOTE**

Human Resources Section
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 27 September 2019
- POST 33/251** : **MEDICAL OFFICER (GR1, 2, 3) REF NO: OSI M/O 03/2019 (X1 POST)**
Component: Medical and Surgical Services
- SALARY** : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
Other Benefits: all-inclusive packages (This inclusive package consists of 70% Basic salary and 30% flexible portion that can be structured in terms of the applicable rules . Additional Benefits: Commuted Overtime subjected to approval Plus Rural Allowances (18% of basic salary)
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
Minimum Requirements: Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post-Community service OR Foreign Workforce Management Programme (FWMP) approval from NDOH to register with HPCSA, Plus Police clearance and SAQA verification for foreign graduates. **Grade 1:** Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Minimum of 5 years' experience after registration with HPCSA as Medical Practitioner post-Community Service. Foreign candidates requires 6 years' experience after registration with a recognized foreign health professional Council, of whom it is required to perform Community Services. Certificate of Service for previous and current work experiences endorse and stamped by HR Office must be attached. **Grade 3:** Minimum of 10 years after registration with HPCSA as Medical practitioner post-Community Service. Foreign candidates requires 11 years relevant experience after registration with a recognized foreign health professional Council, of whom it is required to perform Community Services. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached.
- DUTIES** : Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and Clinics. Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with Medical practitioners and other Health Care workers in neighbouring health Institution to promote and effective District Health service. Successful candidate is expected to perform Commuted Overtime.
- ENQUIRIES APPLICATIONS** : DR O. Francis Tel No: (032) 541 9269
Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
- CLOSING DATE** : 04 October 2019
- POST 33/252** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 46/2019 (X1 POST)**
Directorate: Dept. of ENT
- SALARY** : Grade 1: R821 205. – R884 670 per annum. (All inclusive salary package)
Grade 2: R938 964. – R1 026 693 per annum (All-inclusive package)
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2019/2020). Recommendation: Computer Literacy knowledge, skills, training and competencies required: Sound knowledge and experience in Otorhinolaryngology, ability to teach and supervise junior staff and medical

students, good communication, decision making and clinical skills, ability to function in a multi-disciplinary team **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner **Grade 2:** 5 years to less than 10 years' experience after registration with the HPCSA as an Independent Medical Practitioner.

DUTIES : Provide Otorhinolaryngology service as well as head and neck surgery at King Edward VIII Hospital and at relevant Durban Metropolitan State hospitals, provide after hour care in accordance with the commuted overtime contract, supervision and training of junior staff working in the Department, present at academic meetings in the department, to teach medical students and nursing staff as required, participate in the quality improvement programs of the Department including clinical audits and CPD activities, maintain clinical, professional and ethical standards, assist in unit manager in developing of protocols and clinical guidelines, after hour duties is a requirement

ENQUIRIES : Dr. S. Ramji Tel No: (031) 360 2854

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE : 27 September 2019

POST 33/253 : **MEDICAL OFICER PAEDS (ARV) GRADE1-3 REF NO: PMMH/PAED – ARV 01/19 (X1 POST)**

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

CENTRE : Prince Mshiyeni Memorial Hospital – Paeds - ARV
REQUIREMENTS : Experience: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA .Experience Medical Officer **Grade 1:** No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community

Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound knowledge of paediatric management especially in TB/ARV to allow accurate diagnosis and appropriate management of clinical problems. Ability to deal with all paediatric illness and TB/AIDS cases. Ability to conduct clinical audit such as CHIPP and PPIP Good communication, leadership, interpersonal, and supervisory skills .Ability to manage patients independently. Knowledge of current Health and Public Service Legislation, regulations and Policies. Ability to teach junior staff.

DUTIES : to execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : DR N Naidoo Tel No: (031) 907 8380 / 8317

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

FOR ATTENTION : Mrs TZ Makanya

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

CLOSING DATE : 27 September 2019

POST 33/254 : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: DANCHC 06/2019 (X1 POST)**
Cluster: Medical

SALARY : Grade 1: R821 205. – R 884 670 per annum
Grade 2: R938 964. – R 1 026 693 per annum
Grade 3: R1 089 693. – R1 362 366 per annum
Other benefits: Inhospitable Area Allowance: 18% Commuted overtime (Subject to approval)

CENTRE : Dannhauser Community Health Centre

REQUIREMENTS : **Grade 1:** requires appropriate qualification (MBChB degree or equivalent qualification) plus registration with HPCSA as a Medical Practitioner **Grade 2:** Requires appropriate qualification (MBChB degree or equivalent qualification) registration certificate plus 5 years' experience after registration with HPCSA as a medical practitioner **Grade 3;** requires appropriate qualification (MBChB degree or equivalent qualification), registration certificate plus 10 years' experience after registration with HPCSA as a Medical Practitioner Knowledge, Skills, Training And Experience Required Sound knowledge and clinical skills in General Medicine. Sound knowledge of National TB and ARV Programs. Sound knowledge of Psychiatry will be an added advantage Good communication and leadership skills Knowledge and understanding of Batho Pele Principles. Ability to work as a part of PHC Team Sound Medical ethics.

DUTIES : Work as a consulting doctor at Dannhauser Community Health Centre, as part of the PHC team doctors, nurses, paramedical staff and pharmacists. Provision of good quality, patient-centered and community-orientated care for all patients. Promote and ensure good continuity of care. Interview, examine, investigate, diagnose and oversee the treatment of patients, including: Chronic medical ailments, medical and surgical emergencies, HIV and TB patients, sick children, antenatal, intra-partum and postnatal patients, mental health care users etc. Provide medical support to PHC clinical nursing staff Support PHC clinics that refer to Dannhauser Community Health Centre Participate in and support CPD (Continuous Professional Development) and training of junior doctors and nurses. Maintain and improve accurate health records in accordance with Legal Ethical considerations. Provide preventive health interventions and measures to promote health. Perform duties as delegated by supervisor. The incumbent will be directly accountable to Clinical Manager and indirectly to CEO of Dannhauser Community Health Centre

ENQUIRIES : Dr FP Mtshali (Acting CEO) Tel No: (034) 621 6100

APPLICATIONS : All applications should be forwarded to: The Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080; OR Hand delivered to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080

FOR ATTENTION : Mrs DBP Buthelezi

NOTE : Applications must be submitted on the prescribed application for employment form (z83) 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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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.

CLOSING DATE : 27 September 2019

POST 33/255 : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 66/19 (X4 POSTS)**
Component – Radiology
The purpose of this post is to give the incumbent the opportunity to gain experience in Diagnostic Radiology, with a view to undertaking the Radiology Part 1 exams and subsequently applying for a registrar post. Salary level is at Medical Officer Grade 1.

SALARY : Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 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. Incumbents will have to sign the commuted overtime contract form.

CENTRE : Greys Hospital

REQUIREMENTS : MBCHB Degree Plus Registration with the Health Professions Council of South Africa as a Medical Practitioner Recommendations: Evidence of capacity to succeed with the practical and academic requirements of Diagnostic Radiology training, and to successfully compete for a subsequent registrar post. For example: College of Radiology Part 1 Anatomy and/or Physics exam pass would be an advantage, if already achieved; or Additional relevant exam-assessed qualifications or exam achievements (for example Part 1 College exam pass in a relevant clinical specialty); or Undergraduate academic awards; or Above-average undergraduate academic performance; or Minimum B Symbols for Matric mathematics and physics; or Evidence of academic activity relevant to radiology and/or Research experience. Candidates should include proof of the above with their application. Additional relevant clinical experience Note that this is an entry level training post, intended for applicants who have not yet had the opportunity to specialize. Applicants who have already done Radiology registrar time or Radiology MO time elsewhere, without satisfactory academic progress, will not be considered. **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

DUTIES : Participate in the provision of a radiological service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the provision of after-hours radiological services in Pietermaritzburg. Participation in on-site after-hours service is compulsory for new medical officer appointments at Greys and Edendale. Candidates appointed at Greys may be required to perform their overtime at Edendale and vice versa. Participate in the departmental academic program. Write and pass the FC Rad Part 1 exams within 18 months of appointment. The incumbent must be prepared to rotate between Greys and Edendale Hospitals if required. (Candidates appointed to Greys may be rotated to Edendale after 6-12 months) Comply with all departmental rules and regulations.

ENQUIRIES : Dr D. Reitz Tel No: (033) 897 3204
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: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 66/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
CLOSING DATE : 27 September 2019

POST 33/256 : **OPERATIONAL MANAGER SPECIALTY (X1 POST)**

SALARY : R562 800 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE : ST Andrews Hospital – Paediatric Ward
REQUIREMENTS : Diploma / Degree in Nursing Current registration with SANC as a General Nurse and Midwifery plus 1 year post basic qualification in Child Nursing Science. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Child Nursing Science. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programmes

DUTIES : To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, hostilic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate

and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES : Mrs MR Singh Tel No: (039) 433 1955 EXT 211
APPLICATIONS : Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities and African male are encouraged to apply
CLOSING DATE : 27 September 2019

POST 33/257 : **OPERATIONAL MANAGER NURSING (SPECIALTY) (FORENSIC PSYCHIATRIC WARD) REF NO: FNH 04/2019 (X1 POST)**

SALARY : R562 800 – R633 432 per annum. Other Benefits 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc., (employee must meet the prescribed requirements).

CENTRE : Fort Napier Psychiatric Hospital
REQUIREMENTS : Senior Certificate (Grade 12) Standard 10 or equivalent (Vocational National Certificate) Degree/Diploma in General and Psychiatric Nursing; Diploma in Advanced Psychiatric Nursing; A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Advanced Psychiatry Nursing; Proof of current and previous work experience endorsed and signed by Human Resource i.e. certificate of service Current registration with SANC (2019) Recommendation Appropriate/recognizable supervisory experience at a Unit level (Attach proof from Supervisor) Knowledge, Skills, Training And Competencies Good communication, leadership, interpersonal skills, conflict Management and knowledge of labour relations and disciplinary process/procedure. Human resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures Knowledge of nursing care processes and procedure Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Care Act and team building and supervisory skills.

DUTIES : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness .Ensure performance reviews for all staff I the Unit i.e. EPMDS Participate in health promotion & illness prevention initiatives within the institution.

ENQUIRIES : Mrs TN Ngcobo Tel No: (033) 260 4341
APPLICATIONS : Must Be Forwarded To: The Human Resource Department, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3200 OR Hand delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201.

FOR ATTENTION : Mr. S. Shabalala

CLOSING DATE : 27 September 2019

POST 33/258 : **OPERATIONAL MANAGER (PHC) GRADE 1 REF NO: APP/09/2019**

SALARY : R562 800 - R633 432 per annum Benefits: 13th Cheque, medical aid (optional) and 8% rural allowance.

CENTRE : Emtulwa Clinic under Appelsbosch hospital

REQUIREMENTS : Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care (PHC). Proof of current registration with SANC (2019 receipt). Experience : A minimum of 09 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service) Recommendations: valid Code8 or 10 driver's license. Proof of computer literacy Knowledge, Skills: Ability to interact with diverse stakeholders and health care users and givers. Training And Good verbal, writing and communication skills. Facilitation and coordination Competences skills. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Basic financial management skills knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

DUTIES : Planning, organizing and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency room. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits Ability to supervise Medical and surgical emergencies and refer appropriately. Supervise and Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other labour related Issues in terms of laid down procedures. Ensure complaint management is functional in the clinic Ensure functionality of the clinic committee programme so that community involvement and participation is achieved Conduct Clinic Open days Monitor and evaluate HR performance through EPMDS for all relevant staff.

ENQUIRIES : M Zele Tel No: (032) 2948000 ext. 261

APPLICATIONS : Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242

FOR ATTENTION : Human Resource Manager

NOTE : Equity Target: African Male

CLOSING DATE : 04 October 2019

POST 33/259 : **OPERATIONAL MANAGER: SPECIALTY: REF NO: HRM 42/2019 (X1 POST)**
Directorate: Obstetrics and Gynaecology

SALARY : R562 800 - R633 432 per annum. 13th cheque, medical aid (optional), home owner allowance on application, employees must meet prescribed requirements

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Senior certificate(Grade 12), Degree/Diploma in General Nursing Science and Midwifery and Advanced Midwifery, Proof of current registration with South African Nursing Council, A minimum of 9 years appropriate/recognizable

experience as a Professional Nurse after registration as Professional nurse with SANC in General Nursing. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Advanced Midwifery, Proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendation: Computer Literacy knowledge, skills, training and competencies required: Demonstrate an in depth understanding of Nursing legislation and related legal and ethical practices, Knowledge and experience of Public Service Act and regulations, Sound management, negotiations, interpersonal and problem solving skills, Knowledge of labor relations and disciplinary procedures, Sound knowledge of nursing care delivery approaches.

DUTIES

: Co-ordination of optimal, holistic specialized nursing care provided within the set standard, Professional Legal Framework: Plan/organize and monitor the objectives of the specialized unit in consultant with supervisees, provide a therapeutic environment for staff, patients and the public, provide a comprehensive, quality nursing care and be a member of the multidisciplinary team according to the identified needs of the patient, based on scientific principles, delegate duties and support staff in the execution of patient care delivery, provide direct and indirect supervision of all nursing and housekeeping staff and give guidance, ensure continuity of patient care at all levels, liaise and communicate with multidisciplinary team as well as other departments within the hospital during operational meetings with nursing supervisor and supervisee's, Effective management of resources i.e. Human and material resources, Co-ordination of provision of effective training and research: plan for the provision, orientation, induction and mentoring of all new staff in your unit, plan and co-ordinate training and promote learning opportunities for all nursing categories, Provision of effective support to Nursing services, by provision of relief duties to other senior staff members, Maintain professional growth/ethical standards and self-development, Maintain professional ethics through knowledge and skill on management of all obstetrical emergencies, Ensure that all priority programs are implemented and monitored, Ensure that perinatal meetings to evaluate quality of care are implemented at all times.

**ENQUIRIES
APPLICATIONS**

: Mr. B.B. Khoza Tel No: (031) 360 3031
 : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE

: 27 September 2019

POST 33/260 : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: HRM 44/2019 (X1 POST)**
 Directorate: Department Of Radiology

SALARY : R517 326. – R543 195 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements.

CENTRE REQUIREMENTS : King Edward VIII Hospital
 : National Diploma/Degree in diagnostic Radiography. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA. A minimum of 8 years' experience in diagnostic radiography of which 5 years must be appropriate Managerial/Supervisor experience. Knowledge, skills, training and competencies required: Sound knowledge of specialized and general radiography protocols and equipment, as well proven competent in at least one radiographic subcomponent. Knowledge of relevant current National and KZN Department of Health strategies to improve service delivery in hospital. Knowledge of relevant public service policies, act and regulations. Comprehensive knowledge of radiation protection legislation, OHS Act and other relevant Health act. Experience in teaching, training and clinical assessment of radiography students. Sound knowledge of radiography Quality Assurance programme. Sound planning and organizational skills regarding resources, finance, HR matters. Excellent interpersonal and problem solving skills. Good verbal and written communication skills. Computer literacy.

DUTIES : Support the radiography Manager in order to meet the objective of the department. Manager subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings and conducting performance assessment through the EPMDS. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging to the cost center. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by the radiation control directorate and department of Health. Provide clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. When needed and workload in own sub-department permit, perform general and specialized radiography and participate in the after- hours services. Encourage a multidisciplinary approach by fostering closing working relationships with other departments in order to render quality services

ENQUIRIES APPLICATIONS : Mrs. P. Nzama Tel No: (031) 360 3479
 : Hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building or posted to human resource manager, King Edward VIII hospital, private bag x02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying

CLOSING DATE : 27 September 2019

<u>POST 33/261</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL NURSING) REF NO: SAP 05/2019</u>
<u>SALARY</u>	:	R444 276. – R500 031 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)
<u>CENTRE REQUIREMENTS</u>	:	St Apollinaris Hospital
<u>DUTIES</u>	:	Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Minimum of seven (07) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC). Certificates of Registration with the SANC. Proof of current registration with the SANC (2019) skills Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure. Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.
<u>ENQUIRIES APPLICATION</u>	:	Provision of optimal, holistic specialized nursing care in Theatre with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.
<u>FOR ATTENTION NOTE</u>	:	Miss Mpantsha Ni Tel No: (039) 8338113/8000 Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
<u>CLOSING DATE</u>	:	Human Resources Section Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	27 September 2019

<u>POST 33/262</u>	:	<u>OPERATIONAL MANAGER REF NO: MURCH 15/2019 (X1 POST)</u>
<u>SALARY</u>	:	R444 276 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed
<u>CENTRE</u>	:	Murchison Hospital (Medical Wards)
<u>REQUIREMENTS</u>	:	Senior Certificate, Degree / Diploma in General nursing and Midwifery, Current Registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Previous work experience and Certificate of service endorsed by your Human Resource Department (to be attached to application) Recommendation: Diploma in Psychiatric Science Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.
<u>DUTIES</u>	:	Manage and monitor effective utilization of resources: Human, material, financial and physical resources Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Coordinate and monitor the implementation of nursing plan and evaluation Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork).
<u>ENQUIRIES</u>	:	Mrs. C Mkhwanazi Tel No: (039) 6877311 ext. 127
<u>APPLICATIONS</u>	:	All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 15/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 33/263</u>	:	<u>DIAGNOSTIC RADIOGRAPHER: GRADE 1/2/3: REF NO: HRM 43/2019 (X1 POST)</u> Re-Advertised Directorate: X-Ray Dept- Ultrasound
<u>SALARY</u>	:	Grade 1: R395 703 - R452 445 per annum Grade 2: R466 119 - R532 959 per annum Grade 3: R549 066 - R591 510 per annum

<u>CENTRE REQUIREMENTS</u>	<p>13th Cheque, Medical Aid (Optional), Home Owner Allowance on Application Employee Must Meet Prescribed Requirements</p> <p>King Edward VIII Hospital</p> <p>National Diploma in Ultrasound/Bachelor's degree in Technology: Ultrasound, registration with HPCSA as a Diagnostic Radiographer (Ultrasound), proof of current registration with HPCSA as a Diagnostic Radiographer (Ultrasound) (2019/2020). Grade 1 A minimum of 5 years relevant experience after registration with HPCSA as an ultrasound radiographer Grade 2 A minimum of 10 years relevant experience after registration with HPCSA as an ultrasound radiographer Grade 3 A minimum of 20 years relevant experience after registration with HPCSA as an ultrasound radiographer. Recommendation: Computer Literacy, Experience performing high risk Obstetric and anomaly scans, Pediatric scans as well as reporting on difficult pathology. Knowledge, skills, training and competencies required: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures, basic knowledge of equipment use and troubleshooting, sound report writing and administrative skills and computer literacy, knowledge of relevant Health and Safety Acts and Infection Control measures, good communication, interpersonal relations and problem solving skills, basic supervisory skills.</p>
<u>DUTIES</u>	<p>Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: Gynecological scans with complicated pathology, Pediatric and detailed Obstetric anomaly scans, provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment, willingness to participate in shift and standby duties including night, weekends and public holidays when need arises, provide assistance, supervision and training to junior staff and students, promote good health practices and ensure optimal care of the patient, execute all clinical procedures competently to prevent complications, participate in quality improvement programs, standard operating procedures, in-service training and National Core Standards.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Mrs. P. Nzama Tel No: (031) 3603479</p> <p>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.</p>
<u>NOTE</u>	<p>An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).</p>
<u>CLOSING DATE</u>	<p>27 September 2019</p>
<u>POST 33/264</u>	<p><u>PROFESSIONAL NURSE – SPECIALTY (MATERNITY) REF NO: EGUM 15/2019 (X1 POST)</u></p>
<u>SALARY</u>	<p>Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum Other Allowances: 13th Cheque, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).</p>
<u>CENTRE</u>	<p>E G & Usher Memorial Hospital</p>

REQUIREMENTS

: Matric or senior certificate. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South African Nursing Council as a General Nurse, Midwife (SANC Receipt for 2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience in the specific specialty after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. knowledge, skills, training and competencies required Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.

DUTIES

: (Provision of optimal, holistic specialized nursing care in Maternity with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for improving quality nursing care. 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 stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plan. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

ENQUIRIES

: Mr M.J. Mbali Tel. No: (039) 797 8100

APPLICATIONS

: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION NOTE

: Human Resource Department
: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their

applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 27 September 2019. At 16H00 afternoon
- POST 33/265** : **PROFESSIONAL NURSE - SPECIALTY NURSING PAEDIATRICS REF NO: GS 63/19 (X5 POSTS)**
Component – Nursing
- SALARY** : Grade 1: R383 226 per annum, PLUS 13th cheque, medical (optional), Housing Allowance (employees must meet requirements)
Grade 2: R471 333 per annum, PLUS 13th cheque, Housing Allowance (employees must meet requirements), medical (optional)
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: Senior Certificate or equivalent Degree/Diploma in General nursing and midwifery One (1) year post basic qualification in Child Nursing Science Current registration with SANC as General Nurse and relevant specialty (2019 receipt) Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing
Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty. Recommendation: Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation skills Ability to Knowledge of Batho Pele principles and Patients' Rights Charter.
- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans to participate in quality improvement programmes and clinical audits maintain accreditation standards through quality improvement and infection control standards and guidelines To Uphold the Batho Pele and Patient's Rights Charter Principles. Maintain accurate and complete patient records according to legal requirements Participate in staff, student and patient teaching Ensure ongoing education and in-service training of priority programmes eg ETAT, BFHI, CHIP and EPI Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Participate and ensure implementation of National Core Standards, National health Priorities, quality improvement initiatives including national priority program plans Ensure the use of Maternal and Child updated protocols and guidelines in the hospital Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures Manage and supervise effective utilization of all resources eg. Human, financial
- ENQUIRIES APPLICATIONS** : Mrs. K T McKenzie Tel No: (033) 8973331
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 63/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard

from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are encouraged to apply.

- CLOSING DATE** : 27 September 2019.
- POST 33/266** : **PROFESSIONAL NURSE- SPECIALTY NURSING THEATRE TECHNIQUE**
REF NO: GS 64/19 (X2 POSTS)
Component – Nursing
- SALARY** : Grade 1: R383 226 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R471 333 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: Degree/Diploma in General Nursing plus One (1) year post basic qualification in Theatre Technique. Current registration with SANC as General Nurse and relevant specialty (2019 receipt). **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration a Professional Nurse with the SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty recommendation: knowledge, skills and experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.
- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources.
- ENQUIRIES APPLICATIONS** : Mrs. K T McKenzie Tel No: (033) 8973331
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 67/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are encouraged to apply.
- CLOSING DATE** : 27 September 2019.
- POST 33/267** : **PROFESSIONAL NURSE - SPECIALTY NURSING ORTHOPAEDICS REF**
NO: GS 67/19 (X4 POSTS)
Component – Nursing
- SALARY** : Grade 1: R383 226 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

<u>CENTRE REQUIREMENTS</u>	: Grade 2: R471 333 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional Greys Hospital, Pietermaritzburg : Degree/Diploma in General Nursing plus One (1) year post basic qualification in Orthopaedics Plus Current registration with SANC as General Nurse and relevant specialty Certificate of service must be attached. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty : Recommendation: Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation skills Ability to function within a team Skills in organizing, planning and supervising Knowledge of Batho Pele principles and Patients' Rights Charter.
<u>DUTIES</u>	: Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans to participate in quality improvement programmes and clinical audits maintain accreditation standards through quality improvement and infection control standards and guidelines To Uphold the Batho Pele and Patient's Rights Charter Principles. Maintain accurate and complete patient records according to legal requirements Participate in staff, student and patient teaching Ensure ongoing education and in-service training of priority programmes eg ETAT, BFHI, CHIP and EPI Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Participate and ensure implementation of National Core Standards, National health Priorities, quality improvement initiatives including national priority program plans Ensure the use of Maternal and Child updated protocols and guidelines in the hospital Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures Manage and supervise effective utilization of all resources eg. Human, financial
<u>ENQUIRIES APPLICATIONS</u>	: Mrs. K T McKenzie Tel No: (033) 8973331 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION NOTE</u>	: Mrs. M. Chandulal : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 65/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are encouraged to apply.
<u>CLOSING DATE</u>	: 27 September 2019
<u>POST 33/268</u>	: <u>PROFESSIONAL NURSE - SPECIALTY NURSING CRITICAL CARE REF NO: GS 65/19 (X5 POSTS)</u> Component – Nursing
<u>SALARY</u>	: Grade 1: R383 226 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R471 333 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<u>CENTRE REQUIREMENTS</u>	: Greys Hospital, Pietermaritzburg : Degree/Diploma in General Nursing plus One (1) year post basic qualification in critical Care (for specialty in Critical Care) Plus Minimum of 4 years appropriate/recognizable experience as General Nurse Current registration

with SANC as General Nurse and relevant specialty Certificate of Service must attached. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty Recommendation Relevant experience in Intensive Care Unit will be an added advantage knowledge, skills, training, competencies required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.

- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audits Maintain accreditation standards through quality improvement and infection control standards and guidelines To Uphold the Batho Pele and Patient's Rights Charter Principles. Maintain accurate and complete patient records according to legal requirements Participate in staff, student and patient teaching Ensure ongoing education and in-service training of priority programmes eg ETAT, BFHI, CHIP and EPI Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Participate and ensure implementation of National Core Standards, National health Priorities, quality improvement initiatives including national priority program plans Ensure the use of Maternal and Child updated protocols and guidelines in the hospital Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures Manage and supervise effective utilization of all resources eg. Human, financial
- ENQUIRIES** : Mrs. K T McKenzie Tel No: (033) 8973331
- 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: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular number / reference must be indicated in the column provided on the form Z83 e.g GS 65/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are encouraged to apply.
- CLOSING DATE** : 27 September 2019

POST 33/269 : **PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 13/2019 (X1 POST)**

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance Murchison Hospital

CENTRE REQUIREMENTS : Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and

Operating Theatre Technique. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth / ethical standards and self-development Mrs. C Mkhwanazi Tel No: (039) 6877311 ext. 127

ENQUIRIES APPLICATIONS : All applications should be forwarded to: Chief Executive Officer P/Bag x701, Portshepstone, 4240 or hand delivered to: human resources department Murchison hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 13/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 27 September 2019

POST 33/270 : **PROFESSIONAL NURSE-SPECIALTY STREAM-EMERGENCY AND TRAUMA / ORTHOPAEDIC REF NO: MURCH 14/2019 (X1 POST)**

SALARY : Grade 1 R383 226 per annum
Grade 2 R471 333 per annum
Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance Murchison Hospital

CENTRE REQUIREMENTS : Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Emergency and Trauma / Orthopaedic, Current Registration with SANC as General Nurse and Emergency and Trauma / Orthopaedic. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Emergency and Trauma / Orthopaedic. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience

in nursing after registration as a Professional Nurse with SANC in general nursing and Emergency and Trauma / Orthopaedic, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. knowledge, skills and competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth / ethical standards and self-development.

ENQUIRIES APPLICATIONS

: Mrs. C Mkhwanazi Tel No: (039) 6877311 ext 127
All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 14/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE

: 27 September 2019

POST 33/271

: **PROFESSIONAL NURSE-SPECIALITY STREAM REF NO: MURCH 16/2019 (X1 POST)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE REQUIREMENTS

: Murchison Hospital (Maternity)
: Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application).
Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a

Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, skills and competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

DUTIES

: Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT Mrs. CN Mkhwanazi Tel No: (039) 6877311 ext. 127

ENQUIRIES APPLICATIONS

: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701, Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. 27 September 2019

CLOSING DATE

POST 33/272

: **PROFESSIONAL NURSE (SPECIALTY): OPERATING THEATRE GRADE 1 OR 2 REF NO: SAP 07/2019**

SALARY

: Grade 1 R383 226 - R444 276 per annum
Grade 2 R471 333 - R579 696 per annum
Other Benefits Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

CENTRE REQUIREMENTS

: St Apollinaris Hospital
: Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery. A post basic qualification in Medical and Surgical Nursing Science (Operating Theatre) with duration of at least (one) 1year, accredited with the SANC.

Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019). Experience **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse and Midwifery with the SANC in General Nurse with one (1) year Post basic qualification in Medical and Surgical Nursing Science (Operating Theatre). **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 or recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in Medical and Surgical Nursing Science (Operating Theatre).skills Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure. Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

DUTIES

: Provision of optimal, holistic specialized nursing care in Theatre with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

ENQUIRIES

: Miss NR Njobe Tel No: (039) 8338113/8000

APPLICATIONS

: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

FOR ATTENTION NOTE

: Human Resources Section
 : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE

: 27 September 2019

<u>POST 33/273</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) (MATERNITY) GRADE 1 OR 2 REF NO: SAP 06/2019</u>
<u>SALARY</u>	:	Grade 1 R383 226 - R444 276 per annum Grade 2 R471 333. - R579 696 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (Employee must meet minimum requirements)
<u>CENTRE REQUIREMENTS</u>	:	St Apollinaris Hospital Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science with duration of at least 1year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019). Experience: Grade 1: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. 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 or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
<u>DUTIES</u>	:	Co-ordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Ensure that CARMMA strategy, saving mothers and Saving Babies Recommendations are implemented. Complete patient related data, partake in PPIP and sub-district perinatal meeting. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NT Buqa at Tel No: (039) 833 8031/8000 Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
<u>FOR ATTENTION NOTE</u>	:	Human Resources Section Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 27 September 2019
- POST 33/274** : **PROFESSIONAL NURSE – SPECIALTY REF NO: HER DANCHC 07/2019 (X1 POST)**
Cluster: Maternity
- SALARY** : Grade 1: R383 226 – R 444 276 per annum
Grade 2: R471 333 – R 579 696 per annum
Other benefits: 13th Cheque Medical Aid (Optional) Housing Allowance: Prescribed requirements to be met Inhospitable Area Allowance: 8%
- CENTRE REQUIREMENTS** : Dannhauser Community Health Centre
Standard 10 or Grade 12 Proof of current registration with SANC (2019) Diploma/Degree in General Nursing PLUS Midwifery; PLUS One year post-basic Advanced Midwifery qualification accredited with SANC. **Grade 1:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nurse At least 10 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in Advanced Midwifery.Registration with South African Nursing Council as the General Nurse and Midwife NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. knowledge, skills, training and competencies required:- Experience in maternity department Knowledge of nursing care process and procedures and other legal framework Basic knowledge of Public Service Regulations Disciplinary code, Human Resource Policies; hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness Conflict management and negotiation skills.
- DUTIES** : Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and Patient's rights. Ensure and advocate for the provision and supervision of patient's needs Improve perinatal mortality and morbidity through implementation of priority programmes; e.g. EMTCT, CARMA, MBFI and ESMOE Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric emergencies Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the Implementation of National Core Standards and IDEAL Clinic Provide adequate and health education, awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.
- ENQUIRIES APPLICATIONS** : Mrs M Ntseki Tel No: (034) 621 6119
All applications should be forwarded to: The Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080; OR Hand delivered to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080
- FOR ATTENTION NOTE** : Mrs DBP Buthelezi
Applications must be submitted on the prescribed application for employment form (z83) 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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT

be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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.

- CLOSING DATE** : 27 September 2019
- POST 33/275** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (NURSING COMPONENT) REF NO: KDC 18/2019 (X3 POSTS)**
Cluster: Nursing Management Services
- SALARY** : R383 226 per annum (An all Inclusive salary). Plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
- CENTRE** : Kwadabeka Community Health Centre
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent; Degree/Diploma) in General Nursing and Midwifery; Registration with SANC as a General Nurse and Midwife; Post-basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) or equivalent qualification with a duration of one year; A minimum of 4 years recognizable Professional Nurse experience after registration as a General Nurse; 2019 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse (mere proof of registration will not be accepted); and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or Delegated person. Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Interpersonal skills, negotiating, conflict management and counselling. Knowledge of financial and Human Resource Management. Ability to function independently as a Professional Nurse. Ability to display Nursing Ethics and Professionalism in the workplace. Willingness to respond to patient's needs and expectations. Be prepared to work shifts, weekends, night duty and public holidays.
- DUTIES** : Plan, organize and implement unit objectives in consultation with the Unit Manager. Participate in implementation of clinical policies, procedures and guidelines at a PHC level. Implement and advocate for preventive and promotive health initiatives for clients in the CHC and catchment area. Ensure effective and efficient utilization of allocated resources. Maintain accurate and updated records and data. Support colleagues and junior personnel to ensure proper nursing care in the area of practice. Ensure clinical intervention of clients, administration of prescribed medication and observation of patient's condition. Facilitate implementation of 90/90/90 strategy in critical indicators. Participate in multi-disciplinary team and quality assurance activities. Collate, Analyze, and validate data prior to submission to supervisor. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performances by implementing EPMDS.
- ENQUIRIES** : Mrs EN Mbatha Tel No: (031) 714 3746
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)
- FOR ATTENTION** : Human Resource Manager
- 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.

- CLOSING DATE** : 27 September 2019
- POST 33/276** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (HALLEY STOTT CLINIC) REF NO: KDC 19/2019 (X3 POSTS)**
Cluster: Primary Health Care
- SALARY** : R383 226 per annum (An all Inclusive Salary). Plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
- CENTRE REQUIREMENTS** : Halley Stott Clinic
Senior Certificate/Grade 12 or equivalent; Degree/Diploma in General Nursing and Midwifery; Registration with SANC as a General Nurse and Midwife; Post-basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) or equivalent qualification with a duration of one year; A minimum of 4 years recognizable Professional Nurse experience after registration as a General Nurse; 2019 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse (mere proof of registration will not be accepted); and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or Delegated person. Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Interpersonal skills, negotiating, conflict management and counselling. Knowledge of financial and Human Resource Management. Ability to function independently as a Professional Nurse. Ability to display Nursing Ethics and Professionalism in the workplace. Willingness to respond to patient's needs and expectations. Be prepared to work shifts, weekends, night duty and public holidays.
- DUTIES** : Key Performance Areas: Plan, organize and implement unit objectives in consultation with the Operational Manager Nursing/Clinic Facility Manager. Participate in implementation of clinical policies, procedures and guidelines at a PHC level. Implement and advocate for preventive and promotive health initiatives for clients in the facility and catchment area. Ensure effective and efficient utilization of allocated resources. Maintain accurate and updated records and data. Support colleagues and junior personnel to ensure proper nursing care in the area of practice. Ensure clinical intervention of clients, administration of prescribed medication and observation of patient's condition. Facilitate implementation of 90/90/90 strategy in critical indicators. Participate in multi-disciplinary team and quality assurance activities. Collate, Analyze, and validate data prior to submission to supervisor. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performances by implementing EPMDS.
- ENQUIRIES APPLICATIONS** : Mrs ZT Mazeka Tel No: (031) 240 5330
All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box

**FOR ATTENTION
NOTE**

371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)

: Human Resource Manager

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, 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.

CLOSING DATE

: 27 September 2019

POST 33/277

: **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA
COMMUNITY HEALTH CENTRE (KWANDENGEZI CLINIC) REF NO: KDC
20/2019 (X2 POSTS)**

Cluster: Primary Health Care

SALARY

: R383 226 per annum (plus an all-inclusive salary). Plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc. (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.

**CENTRE
REQUIREMENTS**

: Kwandengezi Clinic

: Senior Certificate/Grade 12 or equivalent; Degree/Diploma) in General Nursing and Midwifery; Registration with SANC as a General Nurse and Midwife; Post-basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) or equivalent qualification with a duration of one year; A minimum of 4 years recognizable Professional Nurse experience after registration as a General Nurse; 2019 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse (mere proof of registration will not be accepted); and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or Delegated person. Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Interpersonal skills, negotiating, conflict management and counselling. Knowledge of financial and Human Resource Management. Ability to function independently as a Professional Nurse. Ability to display Nursing Ethics and Professionalism in the workplace. Willingness to respond to patient's needs and expectations. Be prepared to work shifts, weekends, night duty and public holidays.

DUTIES

: Plan, organize and implement unit objectives in consultation with the Operational Manager Nursing/Clinic Facility Manager. Participate in implementation of clinical policies, procedures and guidelines at a PHC level. Implement and advocate for preventive and promotive health initiatives for clients in the facility and catchment area. Ensure effective and efficient utilization of allocated resources. Maintain accurate and updated records and data. Support colleagues and junior personnel to ensure proper nursing care in the area of practice. Ensure clinical intervention of clients, administration of prescribed medication and observation of patient's condition. Facilitate implementation of 90/90/90 strategy in critical indicators. Participate in multi-disciplinary team and quality assurance activities. Collate, Analyze, and validate data prior to submission to supervisor. Participate in the development

and implementation of quality improvement plans in the unit. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performances by implementing EPMDs.

- ENQUIRIES** : Mrs ZT Mazeka Tel No: (031) 240 5330
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)
- FOR ATTENTION** : Human Resource Manager
- 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.
- CLOSING DATE** : 27 September 2019
- POST 33/278** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (MOLWENI CLINIC) REF NO: KDC 21/2019 (X1 POST)**
Cluster: School Health Services
- SALARY** : R383 226 per annum (plus an all-inclusive salary). 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
- CENTRE** : Molweni Clinic
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent; Degree/Diploma) in General Nursing and Midwifery; Registration with SANC as a General Nurse and Midwife; Post-basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) or equivalent qualification with a duration of one year; A minimum of 4 years recognizable Professional Nurse experience after registration as a General Nurse; 2019 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse (mere proof of registration will not be accepted); Unendorsed, valid code B/C drivers' license; and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or Delegated person. Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Interpersonal skills, negotiating, conflict management and counselling. Knowledge of financial and Human Resource Management. Ability to function independently as a Professional Nurse. Ability to display Nursing Ethics and Professionalism in the workplace. Willingness to respond to patient's needs and expectations. Be prepared to work shifts, weekends and public holidays.
- DUTIES** : Plan, organize and implement unit objectives in consultation with the OMN. Participate in implementation of clinical policies, procedures and guidelines at a PHC level. Implement and advocate for preventive and promotive health initiatives for clients in the facility and catchment area. Ensure effective and

efficient utilization of allocated resources and maintain accurate and updated records and data. Facilitate implementation of 90/90/90 strategy in critical indicators and collate, analyse, and validate data prior to submission to supervisor. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Promote health in schools, household and community, e.g. safer sexual practices, development of smoke free work environments. Develop proactive prevention of disease projects and interventions, health screening, and motivational counselling, e.g. prevention of substance abuse programmes, growth & development monitoring. Undertake health interventions in schools, household and community levels, including treatments, e.g. TB DOTS, splinting, first aid, and home based care and palliative care. Develop capacity in schools, household and community which promote healthy behaviour, prevent disease and limit disability, e.g. food safety. Promote health by addressing learner health needs, raising the consciousness of health behaviour, enabling mobilization, participation and promotion of appropriate use of health facilities. Identify and mobilize schools, households and communities to prevent prevalent diseases such as HIV, TB, diarrhoea, hypertension, malnutrition through observation of numbers of cases diagnosed with TB. Analyze data available and ensure an integrated team approach to disease prevention through the municipality (Operation Sukuma Sakhe), environment health, social development and education system and locally active NPOs. Provide TB treatments to avoid long term admission to health facilities and follow up of TB patients to prevent deterioration. Ensure accurate school profiling in terms of health and appropriate health action plans. Undertake monitoring and evaluation activities through team meetings and activities, supervision, rapid appraisals, analysis of data, focus groups, and individual interviews or questionnaires. Ensure staff development and performances by implementing EPMS.

- ENQUIRIES** : Mrs ZT Mazeka Tel No: (031) 240 5330
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)
- FOR ATTENTION** : Human Resource Manager
- 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.
- CLOSING DATE** : 27 September 2019
- POST 33/279** : **PROFESSIONAL NURSE SPECIALTY – (MARTENITY) GRADE 1 TO 2 REF NO: GJGM 37/2019 (X2 POSTS)**
Component: Maternity
Re-advertisement
- SALARY** : Grade 1: R383 226 per annum Plus 8% rural allowance

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

**CENTRE
REQUIREMENTS**

: GJG Mpanza Regional Hospital
: **Grade 1:** Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2019 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

: 27 September 2019

POST 33/280 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (MOLWENI CLINIC) REF NO: KDC 22/2019 (X2 POSTS)**
Cluster: Primary Health Care

SALARY : R383 226 per annum (an all Inclusive), plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.

CENTRE : Molweni Clinic

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent; Degree/Diploma) in General Nursing and Midwifery; Registration with SANC as a General Nurse and Midwife; Post-basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) or equivalent qualification with a duration of one year; A minimum of 4 years recognizable Professional Nurse experience after registration as a General Nurse; 2019 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse (mere proof of registration will not be accepted); and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or Delegated person. Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Interpersonal skills, negotiating, conflict management and counselling. Knowledge of financial and Human Resource Management. Ability to function independently as a Professional Nurse. Ability to display Nursing Ethics and Professionalism in the workplace. Willingness to respond to patient's needs and expectations. Be prepared to work shifts, weekends and public holidays.

DUTIES : Plan, organize and implement unit objectives in consultation with the Operational Manager Nursing/Clinic Facility Manager. Participate in implementation of clinical policies, procedures and guidelines at a PHC level. Implement and advocate for preventive and promotive health initiatives for clients in the facility and catchment area. Ensure effective and efficient utilization of allocated resources. Maintain accurate and updated records and data. Support colleagues and junior personnel to ensure proper nursing care in the area of practice. Ensure clinical intervention of clients, administration of prescribed medication and observation of patient's condition. Facilitate implementation of 90/90/90 strategy in critical indicators. Participate in multi-disciplinary team and quality assurance activities. Collate, Analyze, and validate data prior to submission to supervisor. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performances by implementing EPMDS.

ENQUIRIES : Mrs ZT Mazeka Tel No: (031) 240 5330

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)

FOR ATTENTION : Human Resource Manager

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.

- CLOSING DATE** : 27 September 2019
- POST 33/281** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: DANCHC 04/2019 (X1 POST)**
Re-advertisement
- SALARY** : R376 596 - R454 920 per annum. Other Benefits: 13th Cheque/Service Bonus
Medical Aid: Optional Homeowners Allowance: Employee Must Meet Prescribed Requirements.
- CENTRE** : Dannhauser CHC
- REQUIREMENTS** : Standard 10 or Grade 12 An appropriate Bachelor's Degree or National Diploma in Public Management/Public Administration/Public Health Management/Human Resources Management/Management/ Health Service Administration or equivalent; PLUS Three (3) years supervisory experience in the systems management environment. A valid driver's license (Code 08 or 10)
NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative prescripts governing the Public Service. Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patient Fees Manual Understanding of Information Technology systems Knowledge of Health and Safety and Quality Assurance Management. Ability to develop policies and understand HR matters, including compilation of management reports. Sound leadership qualities and ability to perform independently and under pressure. Sound management, negotiation, inter-personal, decision- making and problem-solving skills. Good planning, organising, interpersonal relationship, listening and co-ordination skills. Capacity to build and maintain relationship, team building and supervisory skills. Concern for excellence and organising activities and projects for components. Knowledge of project management and good verbal and written communication skills. Knowledge of EPMS and relevant policies and procedures; and Computer Literate in Microsoft Word, Excel, PowerPoint and Outlook.
- DUTIES** : Manage the day- to- day functioning of the Systems Component in the institution to ensure that high quality services are being provided. Monitor the provisioning of all systems services facilitated by contractors in order to ensure contract adherence and highest level of quality. Manage the following services to ensure optimal usage and cost effectiveness in the entire institution: Cleaning Services Telecommunication Services Registry and Reprographic Services Maintenance Services Information Systems and Technology Services Gardening Services Patient Administration Services Mortuary Services Housekeeping Services Waste Management Services Systems Contracts Management Ensure that all institutional information systems are maintained to provide reliable, valid and timeous processing of information. Implement and monitor effective systems policies, protocols and practices within the day-to-day operational areas. Oversee risk management system at the institution to ensure that an effective, up-to-date disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Provide technical advice to the management team in respect of operations and ensure that standby and emergency facilities are properly maintained. Contribute as a member of a multi-disciplinary management team towards the effective and efficient management of the institution, and Ensure that staff has work plans and EPMS tallying with the goals of the component and the institution.
- ENQUIRIES** : Dr FP Mtshali Tel No: (034) 621 6100
- APPLICATIONS** : All applications should be forwarded to: The Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080; or Hand delivered to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080.
- FOR ATTENTION** : Mrs DBP Buthelezi

- NOTE** : Applications must be submitted on the prescribed application for employment form (z83) 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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.
- CLOSING DATE** : 27 September 2019
- POST 33/282** : **ASSISTANT DIRECTOR: HRM: HRD, PLANNING AND EPMS REF NO: UMG01/24/19**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
 : Umgungundlovu District Office
 : A Bachelor's Degree/National Diploma in Human Resource Management or Public Administration. PLUS. A minimum of 5 years' experience in Human Resource component of which at least 3 years must be supervisory experience in Human Resource Development. Proof of Valid Driver's License. Proof of Computer Literacy & Qualifications in Microsoft Software applications such as Word, Excel, Power point, Outlook and PERSA training. Note: Please attach applicable proof of current or previous employment experience endorsed by HR department or relevant employer Knowledge, Skills, Training and Competencies required: Broad knowledge of Human Resource Management. In depth knowledge of relevant Acts, policies regulations and white paper in Human Resource Management. Sound knowledge of PERSAL system and Financial Management. Decision making and problem solving. Employee Performance Management and Development System. Disciplinary and Grievance Procedures. Project management.
- DUTIES** : Assistant Manager will be responsible to manage day to day function of HRD and planning component for the District and Clinics under its jurisdiction to ensure high quality service rendered in line with prescripts and applicable legislation. Development of Human Resource plan. Develop, implement and monitor Employment Equity Plan for the District. Ensure Employee Performance Management and Development System is successfully implemented according to the laid down prescripts. Control and monitor skills development budget. Develop, implement and monitor workplace skills plan for the District. Coordinate bursaries, internship, Learnerships and AET. Alignment of organizational and post establishment structures for the District Office and Clinics. Advise Managers in all aspects pertaining to Human Resources Development.
- ENQUIRIES APPLICATIONS** : MR ZH Mthethwa Tel No: (033) 897 1000
 : All applications should be forwarded to: The Deputy Director: HRM Services Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 OR Hand Deliver to: 171 Hoosen Hafejee Street (Berg Street) Pietermaritzburg.
- FOR ATTENTION NOTE** : Human Resource Practices
 : 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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Note: Preference will be given to African Males

- CLOSING DATE** : 27 September 2019
- POST 33/283** : **PROFESSIONAL NURSE- SPECIALTY: PRIMARY HEALTH CARE STREAM: REF NO: RICHMOND CLINIC: UMG01/11/19: TAYLORS CLINIC: UMG01/12/19**
- SALARY** : Grade 1: R362 559 – R420 318 per annum Plus 8% rural allowance
Grade 2: R445 917 – R548 436 per annum Plus 8% Rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions.)
- CENTRE REQUIREMENTS** : Umgungundlovu Health District
Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General nursing plus One (1) year post basic qualification in Advanced Midwifery. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) **Grade1:** A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality (Advanced Midwifery). **Grade2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Speciality Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies required:-Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.
- ENQUIRIES APPLICATIONS** : Mrs NM Ngubane Tel No: (033) 395 4330
All applications should be forwarded to: The Deputy Director: HRM Services Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)
- FOR ATTENTION NOTE** : Human Resource Practices
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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Note: Preference Will Be Given to African Males

CLOSING DATE : 27 September 2019

PROVINCIAL TREASURY

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

APPLICATIONS : Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management and Development, P.O. Box 3613 Pietermaritzburg, 3201 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200

FOR ATTENTION : Ms S Ngema

CLOSING DATE : 27 September 2019

NOTE Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, together with originally certified copies of qualifications including an academic record for all relevant qualifications and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current positions and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and a certificate for such must be attached. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Where an applicant has lost a certificate, ID or driver's license, proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. The department will conduct reference checks with the HR section of current and/ or previous employers apart from the referees listed. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. It is regretted that due to a large volume of applications, it is not possible for the department to acknowledge receipt of every application received and that only those that will participate in the final selection process (interviews) will be notified of the outcome. Should you not hear from the department within 3 months of the closing date, please consider your application as unsuccessful. Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications. Under no circumstances will faxed, e-mailed or late application be accepted. Therefore the onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applications that do not comply with these instructions will not be considered.

MANAGEMENT ECHELON

POST 33/284 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: KZNPT 19/42**
Purpose: To provide corporate services to the HOD, the Accounting Officer and core business units within KZN Provincial Treasury

SALARY : R1 251 183 per annum (All Inclusive)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF level 7 Degree in Public Administration/Public Management/Human Resources Management/Law/IT. A minimum of 5 years

senior management experience in a corporate support services environment. A Valid driver's license and in the case of people with disabilities who are unable to personally drive, proof of the ability to meet work commitments is required. Knowledge, Skills and Competencies: Knowledge of strategic planning. Public Service Act. Public Service Regulations. Public Finance Management Act. Treasury Regulations and Practice guidelines. Labour Relations Act. Access to Information Act. Employment Equity Act. Occupational Health and Safety Act. Skills Development Act. Basic Conditions of Employment Act. Public Service Coordination Bargaining Council's Resolutions. Delegated Authority and directives. Strategic management planning. Financial management. Project and programme management skills. Good inter-personal relations skills. Problem solving skills. Risk management skills. Change management skills. Presentation skills. Contract management. Self-disciplined and able to work under pressure with minimum supervision. People management. Ability to work well within a team. Knowledge management. Conflict management. Client management. Verbal and written communication. Decision making, diplomacy. Analytical. Please Note That Post Responsibilities Will Change Due To Structural Amendments To Include Communication, Security & Risk Management As Well As Institutional Development Directorates.

DUTIES

: Ensure the provisioning of optimum human resources management and development services to the department. Ensure the provisioning of effective and efficient information technology management services. Ensure the provisioning of facilities management and general administration services. Ensure the provision of effective legal services. Ensure optimum utilization of resources and provide strategic management services to the department.

**ENQUIRIES
NOTE**

: Mr LS Magagula Tel No: (033) 897 4307
 : Targeted: Females and persons with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications must be forwarded to: The Acting Executive Manager, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X5005, Kimberley, 8300 or hand delivery to: JS du Plooy Building, 9 Cecil Sussman Road, Kimberley.
- FOR ATTENTION** : Ms. E.S.D Boboko, Human Resources Tel No: (053) 830 9461
- CLOSING DATE** : 27 September 2019
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Drivers Licence in order to be considered. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. The Department of Co-operative Governance, Human Settlement and Traditional Affairs is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to : Criminal records, Citizen Status, Credit worthiness, Previous employment (reference checks) and Qualification verification. The person appointed to this position will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

- POST 33/285** : **CHIEF DIRECTOR REF NO: CG (CD) 1/2019**
Directorate: Co-operative Governance
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive package)
- CENTRE** : Kimberley
- REQUIREMENTS** : An appropriate B-degree or equivalent qualification at NQF level 7 in Local Government or Development Studies. At least 10 years relevant experience in Local Government and 5 years' experience at Senior Management level is a prerequisite. Sound knowledge of Municipal legislation framework. Research (methods and practices). Excellent interpretation of policies and legislation. Information management, Public Service related legislation and regulations, PFMA, MFMA and other related policy prescripts. Extensive leadership and strategic management skills, Communication and interpersonal skills, Networking and people skills, Planning and organizing skills and Programme/Project Management planning skills, Policy analysis and development, Innovation and Creativity, Complex report writing skills, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, People management empowerment, Client orientation and customer focus, Honesty and integrity.
- DUTIES** : To ensure sustainability of the improvements instituted in the municipalities by monitoring their progress. Manage and co-ordinate the municipal infrastructure development. To manage municipal audit outcomes and to co-ordinate disaster management in the province. Facilitate and co-ordinate development and municipal planning. To manage Municipal Compliance, Public Participation and Community Works Programme. To manage and monitor the implementation of Municipal operation clean audit. To manage Back to Basics and be responsible for the implementation of Outcome 9 and Programme of Action. To promote and facilitate viable and sustainable Local Governance. To provide management and support services to Local government within the regulatory framework. To promote Integrated Development Planning (IDP) and facilitate the development of credible and simplified IDPs. Improve and support performance and property valuations.

ENQUIRIES

: Acting Executive Manager: Mrs. E.S.D. Boboko at Tel No: (053) 830 9461

**PROVINCIAL ADMINISTRATION: WESTERNCAPE
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.

OTHER POSTS

POST 33/286 : **CLINICAL MANAGER GRADE 1 (MEDICAL)**
Garden Route District

SALARY : R1 173 900 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB).Willingness to travel throughout the Sub-district. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training-, coaching and mentoring of the clinical staff and auxiliary staff. Drive the CPD and M&M Programs as well as other Clinical related programmes. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Promote COPC and 'Dr adopt a Clinic' on the PHC-Platform. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr CA Dreyer Tel No: (044) 203-7204
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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. No payment of any kind is required when applying for this post.

CLOSING DATE : 27 September 2019

POST 33/287 : **ARCHITECT PRODUCTION GRADE A TO C (HOSPITAL INFRASTRUCTURE)**
Directorate: Infrastructure Programme Delivery

SALARY : Grade A: R618 732 per annum
Grade B: R707 451 per annum
Grade C: R797 670 per annum
(A portion of the package can be structured according to the Individual's personal need.

CENTRE : Head Office, Norton Rose House, Cape Town
REQUIREMENTS : Minimum educational qualification: Bachelor in Architecture (or equivalent) as recognised by the South African Council for the Architectural Profession (SACAP). Registration with a professional council: Registration as a Professional Architect with the SACAP. Appointment experience: 3 years post qualification architectural experience. Experience: **Grade A:** At least 0-2 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. **Grade B:** At least 14 years appropriate/recognisable experience in an area after registration with the SACAP as a professional Architecture. **Grade C:** At least 26 years

appropriate/recognisable experience in an area after registration with the SACAP as a professional Architecture. Inherent requirements of the job: Able to work outside of normal office hours. Working hours are flexible within the current policy which is available on request. Travel – including early morning and late night air flights. A valid driver's licence (Code B/EB). Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the Standard for Infrastructure Procurement and Delivery Management and the IDMS Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Programme and project planning. Conduct programme and project implementation and monitoring. Provide assistance in the commissioning of projects. Conduct programme and project evaluation. Manage built environment programmes and interaction with a wide range of role-players and stakeholders across all spheres of Government/Private Sector and Communities. Monitor and control the delivery of health infrastructure programmes on time, within budget and within defined quality standards.

ENQUIRIES : Mr A Middleton, Tel. No. (021) 483-9328

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 04 October 2019

POST 33/288 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**

SALARY : R562 800 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate 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 in the relevant specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed, Tel. No. (021) 404-2071

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 27 September 2019

<u>POST 33/289</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Cape Winelands Health District
<u>SALARY</u>	:	R562 800 (PN-B3) per annum
<u>CENTRE</u>	:	Groendal CDC, Franschoek
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48).Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years' appropriate/recognisable experience after registration as Professional Nurse with the South African Nursing Council 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 (R48) as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.
<u>ENQUIRIES</u>	:	Ms D Johnson Tel No: (021) 808-6108
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 33/290</u>	:	<u>OPERATIONAL MANAGER NURSING: (GENERAL: SURGERY)</u>
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).Extensive knowledge in General Nursing and the relevant Nursing Speciality.
<u>DUTIES</u>	:	Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management

principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2019

POST 33/291 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum

CENTRE : Stellenbosch PHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric 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 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape. Selection process. 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).

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.

ENQUIRIES : Ms D Johnson Tel No: (021) 808-6108
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. A competency test will form part of the

CLOSING DATE : 27 September 2019

POST 33/292 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum

CENTRE : Oudtshoorn PHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration

with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with Professional council: Registration with the SANC as a 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 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Sub-Districts. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.

DUTIES : Actively participate in the provision of nursing care to patients with Mental Health problems. Advise/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 : Ms J Matyhila Tel No: (044) 203-7200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2019

POST 33/293 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (QUALITY ASSURANCE AND TRAINING)**
 Overberg District

SALARY : Grade 1: R383 226 (PN-B1) per annum
 Grade 2: R471 333 (PN-B2) per annum
 (Plus a non-pensionable rural allowance of 8% of the basic salary)

CENTRE : Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Post Basic qualification with a duration of at least one-year Diploma in Clinical Nurse Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Proficient in at least two of the three official languages of the Western Cape. Computer skills with working knowledge of MS Office and ability to apply programs. Competencies (knowledge/skills): Extensive knowledge of health service delivery systems with leadership and management skills. Sound knowledge of the principles and policies of Quality Assurance, Risk Management, Infection. Prevention and Control (IPC) and Occupational Health and Safety. Teaching/presentation and assessment skills.

DUTIES : Manage the Quality Assurance programme in the Kannaland Sub-district. Monitor and respond to consumer complaints and compliments. Analysing needs, planning and coordinating clinical training, skills development and maintenance of competence interventions in the Kannaland sub-District. Presentation facilitation and co-ordination of clinical service training programs as Kannaland Sub-district. Monitoring, evaluation and reporting of clinical

training and clinical skills development interventions at Kannaland Sub-district. Effective leadership, management and governance and promotion of Department values.

ENQUIRIES : Dr JF Denkema Tel No: (028) 551-1010
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2019

POST 33/294 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT)**

SALARY : R376 596 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Acquisition Management Section (formal and informal bidding) in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Provide leadership and manage the formal bidding process for equipment and goods and services. Provide guidance, input and information in demand planning. Manage the monthly reporting process to the Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Liaise with auditors and management (external and internal) and manage the audit queries process. Manage the performance, training and development of staff in the acquisition management unit.

ENQUIRIES : Mr. Collin Frank Tel No: (021) 404- 3248
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. The successful candidate must be willing to rotate, manage and supervise other SCM components (Stores, Assets).

CLOSING DATE : 04 October 2019

POST 33/295 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**

SALARY : R376 596 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in asset management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of Asset Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant Assets Management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and

		update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.
<u>ENQUIRIES</u>	:	Mr Collin Frank Tel No: (021) 404- 3248
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. The successful candidate must be willing to rotate, manage and supervise other SCM components (Procurement, Assets).
<u>CLOSING DATE</u>	:	04 October 2019
<u>POST 33/296</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Directorate: Supply Chain Management: Governance
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in supply chain management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and stay overnight. Competencies (knowledge/skills): Extensive knowledge of Asset & Inventory Management. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management. High level of computer literacy, including advanced application on Logis, MS Word, MS Excel, Power Point and Outlook.
<u>DUTIES</u>	:	Ensure asset and inventory management policies and procedures compliance at District/Institutional level. Provide on and off site support to end users. Identify and provide training needs to districts or institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets & inventory management. Manage the implementation of SCM systems and ad-hoc asset & inventory management projects at districts/institutions. Maintenance of the departmental asset & inventory register. Report on Bas/Logis reconciliation on monthly basis. Ensure departmental asset and inventory counts.
<u>ENQUIRIES</u>	:	Mr L Quluba, Tel. No: (021) 483-3460
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 33/297</u>	:	<u>SENIOR PERSONNEL PRACTITIONER (DIVERSITY: GENDER AND YOUTH)</u> Directorate: People Practices and Administration
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science (or equivalent). Experience: Appropriate experience in Diversity management, Gender and Youth. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Public Service Regulations, Employment Equity Act, Public Finance, National Youth Policy Framework, Commission of Gender Equality Act. Knowledge of organisational culture surveys. Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Research, conceptualization and analytical skills. Creative, self-motivated and assertive. Ability to function under pressure and handle a high work volume. Ability to prioritize and organise work and to exercise self-discipline. Ability to work independently.
<u>DUTIES</u>	:	Provide input as well as technical support into policy/strategy/operational plan review and development, and facilitate implementation as aligned to the Gender Equality Strategic Framework, Strategic framework on Women empowerment and the HOD's 8-principle Action plan. Administer,

operationalize and implement processes, projects and programmes that promote Diversity Management (Gender and Youth, Mainstreaming, Disability and Organisational culture) within budgetary guidelines. Assist in facilitation and coordination of the gender focal point. Provide professional advice on Diversity issues. Conduct research, analysis and literature review on matters relating to Diversity. Conduct audits, trend and statistical analysis to determine opportunities and best practices relating to Diversity. Administer monitoring, evaluation and reporting. Administer Contract Management in the Diversity and Gender Focus Areas. Provide administrative and logistical support.

ENQUIRIES : Ms K Fortune Tel No: (021) 483-6751
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 : 27 September 2019

POST 33/298 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
 Chief Directorate: Rural Health Services

SALARY : R316 791 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in the procurement of goods and services and warehouse management. Appropriate supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS Office). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on IPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.

ENQUIRIES : Ms S Janki Tel No: (044) 802-4365
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to a practical test
CLOSING DATE : 27 September 2019

POST 33/299 : **PROFESSIONAL NURSE GRADE 1 TO 2 (GENERAL: WELLNESS PROGRAM)**
 West Coast District

SALARY : Grade 1: R256 905 (PN-A2) per annum
 Grade 2: R315 963 (PN-A3) per annum
 Grade 3: R383 226 (PN-A4) per annum
CENTRE : Clanwilliam PHC, Citrusdal Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of registration for 2019. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience

in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours, travel and meet operational requirements. Valid (Code B/EB) driver's licence. Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health Care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Excellent computer literacy in Microsoft office programs. Ability to communicate in at least two of the three official languages of the Western Cape.

- DUTIES** : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions eg. Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes
- ENQUIRIES** : Ms A Koch Tel No: (021) 482-1360
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A detailed CV indicating your relevant work experience is required. Shortlisted candidates will be required to do a practical computer exercise. 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** : 27 September 2019
- POST 33/300** : **ARTISAN PRODUCTION GRADE A-C (MILLWRIGHT OR ELECTRICAL) (X2 POSTS)**
- SALARY** : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
- CENTRE** : Swartland
Bergriver Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence and willingness to travel. Physically fit to perform duties. Willingness to do standby duties/overtime to attend to emergencies when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault finding exercises and do/service repairs down to component level and competent with hands on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience/ knowledge in the different fields of a hospital environment.

- DUTIES** : Responsible for the maintenance and repairs of buildings, plants. Equipment etc. as part of workshop team. Do or assist Foreman with day to day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Do or assist with mechanical, electrical, plumbing and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs. Responsible for or assist Foreman with the control of tools and material as well as development of workshop staff. Responsible for people management, finance and supply management as well as effective communication with internal and external stakeholders with regard to execution of projects. Appointee in the Swartland Sub district will act as supervisor in the absence of Foreman/ Senior Artisan while the appointee in the Bergriver Sub district will act as supervisor.
- ENQUIRIES** : Mr GO Waneburg Tel No: (022) 487 9202
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2019
- POST 33/301** : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District
- SALARY** : R173 703 per annum
CENTRE : Hawston Clinic, Hermanus
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Administration experience in Hospital or Clinic Environment. Appropriate experience in PHCIS system. Inherent requirement of the job: Valid B/EB driver's licence. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape. Must be able to work on Primary Health Care Information System. Must be able to work under pressure in Clinic Environment.
- DUTIES** : Open patient files, keep record, file and retrieve folders. Admission and registration of patients. Recording admission statistics. Accurate data capturing on computer. Administration duties. Sort patient records. Book outpatient transport.
- ENQUIRIES** : Ms MA Samuels Tel No: (028) 313-5301
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2019
- POST 33/302** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum
CENTRE : Elsies River Community Health Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital/primary health care setting. Appropriate experience in rendering a support service. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Ability to execute duties accurately and thoroughly. Good language and minute taking skills. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist staff, supervisor and facility manager with Human Resource matters eg. Appointments, service terminations, transfers, pension administration, leave administration, housing, distribution of pay slips. Handle personnel inquiries and correspondence and filling of personnel date. Provide effective secretarial and administrative services. Effective meeting management (minute taking and

logistical arrangements). Maintain registers for statutory registrations (SANC, HPCSA). Provide support to the Admin Officer and Facility Manager.

ENQUIRIES : Ms L Beukes Tel No: (021) 931-0211

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 27 September 2019

POST 33/303 : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY)**
(2 Year Contract)

SALARY : R122 595 per annum plus 37% in lieu of service benefits

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a Tertiary institution for ND: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Therefore the person filling the post will be required to perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the Cardiac catheterization laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Echocardiography. Equipment maintenance. Participating in research projects.

ENQUIRIES : Prof A Doubell Tel No: (021) 938-4400

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 27 September 2019

POST 33/304 : **SECURITY OFFICER**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7).Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in a Psychiatric environment. Inherent requirements of the job: Willingness to work night shifts, public holidays, weekends, and overtime. Must have no criminal record. Competencies (knowledge/skills): Ability to function independently in challenging situations. Must be self-disciplined, self-motivated and have the ability to work under pressure. Good listening, report-writing, conflict and group handling skills. Communication in at least two of the three official languages of the Western Cape.

DUTIES : key result areas/outputs: Access/egress control of all wards on the establishment. Assist personnel with handling aggressive/difficult patients and escort patients on/off hospital premises, where required. Deliver a supportive security service with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

ENQUIRIES : Mr F Leukes Tel No: (021) 503-5000

APPLICATIONS : The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.

FOR ATTENTION : Mr S Petersen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2019

POST 33/305 : **HOUSEHOLD AID**

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate experience as a cleaner within a Hospital environment and experience in Waste management. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post. A competency test will form part of the interview process.
CLOSING DATE : 04 October 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
CLOSING DATE : 30 September 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 33/306 : **SOCIAL WORK SUPERVISOR: FACILITY MANAGEMENT AND QUALITY MONITORING REF NO: DSD 2019-104**

SALARY : R384 228 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence; Residential care experience for high risk youth. Competencies: Knowledge and experience of legislation for child and youth care centres; Diversion and substance treatment programmes; Quality assurance of programme delivery of social workers; Social work services and

human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES

: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES

: Ms L Goosen at Tel No: (021) 826 6047