

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 07 OF 2019**  
**DATE ISSUED: 22 FEBRUARY 2019**

### **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**

**EASTERN CAPE: DEPARTMENT OF SAFETY AND LIAISON:** Kindly note that the post of Assistant Director: Civilian Oversight and Monitoring with Ref No: ESL/2019/01/04 advertised in Public Service Vacancy Circular 05 dated 08 February 2019 was advertised with the incorrect Centre, the correct Centre should read as follows: Centre: Nelson Mandela Metropolitan District. **DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION:** Kindly note that the post of Assistant Director: Financial Control and Reporting with Ref No: DPSA/19/003 advertised in Public Service Vacancy Circular 06 dated 15 February 2019 was advertised with the incorrect salary scale, the correct salary scale should read as follows: R356 289 per annum (Level 09) Annual progression up to maximum salary of R419 679 per annum is possible subject to satisfactory performance.

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## DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr A Tsamai/ Ms M Thubane
- CLOSING DATE** : 15 March 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Shortlisted Applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

## OTHER POSTS

- POST 07/01** : **ASSISTANT DIRECTOR: HUMAN RIGHTS AND NATION BUILDING REF NO: DBE/09/2019**  
Branch: Care and Support  
Directorate: Social Cohesion and Equity in Education
- SALARY** : R444 693 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate relevant post matric qualification at NQF level 6 or equivalent relevant qualification in the field of Education, Social Sciences, Gender Studies or Human Rights Education. At least 3 years relevant working experience in the field. Extensive knowledge and insight of Life Orientation and Life Skills curricula, children's rights education and gender diversity and sexual orientation literacy. Candidate must have a sound understanding of local, regional and international children, gender and human rights institutional arrangements. Good knowledge of relevant education policies, legislation, regulations and Acts, such as the Constitution of the Republic of South Africa, South African Schools Act, 1996 (SASA), the National Education Policy Act (NEPA), the Curriculum and Assessment Policy Statement (CAPS), the Children's Act, 2005, the Protocol for the Management and Reporting of Sexual Abuse and Harassment in Schools, the guidelines for Challenging Homophobic Bullying in Schools. An understanding of the relevance of the Sustainable Development Goals, the National Development Plan, the education sector's Action Plan and Annual Performance Plan. Excellent oral, written and communication skills, strong negotiation, presentation and facilitation skills. Excellent organisational, time management, administrative and computer skills are essential. The ability to work closely and cooperatively with internal units and external stakeholders including gender-activists, peace-educators, universities, NGOs, Chapter Nine Institutions and other national and provincial government departments. Ability to work both in a team and independently with limited supervision. Willingness to work extended hours when required and to travel extensively. Must have a valid driver's licence.
- DUTIES** : Write reports and documents as required by the public service. Develop policies, guidelines, programmes and plans to advance social cohesion, social inclusion, children and gender diversity in education in line with the Constitution of the Republic of South Africa. Facilitate and support the implementation of protocols and guidelines such as the Protocol for the Management and Reporting of Sexual

Abuse and Harassment in Schools and the guidelines Challenging Homophobic Bullying in Schools, including transphobia. Support the administration of the Social Inclusion in Education Working Group. Promote, monitor, evaluate and support programmes, as well as oversee compliance with legislation designed to protect women and children and other vulnerable minorities through engagement with relevant structures and by contributing to the various national, regional and International reporting mechanisms. Implement nation building programmes including the commemoration of national days and significant historical anniversaries. Administer the TRC bursary applications. Inform research related to the praxis of social inclusion and values in education. Perform other tasks as required by management.

**ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297  
**NOTE** : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

**POST 07/02** : **ASSISTANT DIRECTOR: ORAL HISTORY AND HERITAGE EDUCATION REF NO: DBE/10/2019**  
Directorate: Social Cohesion and Equity in Education

**SALARY** : R444 693 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate relevant post matric qualification at NQF level 6 or equivalent relevant qualification in the field of Education, History or Heritage Studies. At least 3 years relevant working experience in the field of education. Extensive knowledge and insight of curriculum policy for the school subjects: Life Orientation, Social Sciences, History or Geography and Languages is required. Candidate must have a sound understanding of approaches to Oral History and Heritage Education, including Constitution and Human Rights Literacy and School MOOT Courts. Good knowledge of relevant education policies, legislation, regulations and Acts, such as the Constitution of the Republic of South Africa, South African Schools Act, 1996 (SASA), the National Education Policy Act (NEPA), the Curriculum and Assessment Policy Statement (CAPS). An understanding of the relevance of the Sustainable Development Goals, the National Development Plan, the education sector's Action Plan and Annual Performance Plan. Excellent oral, written and communication skills, strong negotiation, presentation and facilitation skills. Excellent organisational, time management, administrative and computer skills are essential. The ability to work closely and cooperatively with internal units and external stakeholders including archives, heritage custodians, universities, NGOs, Chapter Nine Institutions and other national and provincial government departments. Ability to work both in a team and independently with limited supervision. Willingness to work extended hours when required and to travel extensively. Must have a valid driver's licence.

**DUTIES** : Write reports and documents as required by the public service. Develop policies, guidelines, programmes and plans to advance Social Cohesion, History, Oral History, Heritage, Constitution and Democracy Education and Nation-building in South Africa. Promote, monitor, evaluate and support such programmes, as well as oversee compliance with the promotion of National Unity and Reconciliation Project as stipulated in the Government Gazette, No 38157; and Outcome 14 as led by the Department of Arts and Culture. Implement nation building programmes including the commemoration of national days and significant historical anniversaries. Administer the TRC bursary applications. Inform research related to the praxis of social cohesion and values in education. Perform other tasks as required by management.

**ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297  
**NOTE** : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

## DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta34@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- CLOSING DATE** : 15 March 2019
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV, certified ID and copies of all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management posts. Candidates should therefore possess managerial skills. Candidates who are short-listed, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

## MANAGEMENT ECHELON

- POST 07/03** : **DEPUTY DIRECTOR-GENERAL: COMMUNITY WORK PROGRAMME (NATIONAL PROGRAMME MANAGER) REF NO: 25731/01**
- SALARY** : R1 446 378 per annum (Level 15) (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines. (Kindly note that this is a re-advertisement and candidates who had previously applied are encouraged to re-apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Economic Science, Development Studies or Social Sciences and a postgraduate qualification (NQF Level 8) as recognised by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of both Government and Private Sector Infrastructure

**DUTIES**

Development approaches. Public and private partnerships. Poverty eradication and job creation. Community Development approaches. Cooperative Governance. As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management of the implementation of the Community Work Programme. Ensure management of partnership, development of norms and standards and provisioning innovative solutions. Provide strategic support on the organisational development intervention and implementation of a monitoring, reporting and evaluation system. Oversee management of finance audit and contract management risks for the programme. Oversee the development and implementation of communication strategy for the Community Work Programme.

**ENQUIRIES**

Mr T. Faba Tel No: (012) 334 0777

**GOVERNMENT PRINTING WORKS**

*The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms M Mbokane, Human Resources Tel No: 012 748 6296
- CLOSING DATE** : 11 March 2019, 12 noon.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- ERRATUM:** Kindly note that the post of Driver (Heavy Vehicle) with Ref No: (GPW 19/10) advertised in Public Service Vacancy Circular 06 dated 15 February 2019, the requirements should read: "Valid code 14 driving license with PDP". We apologies for the inconvenience caused, and the closing date has been extended to 15 March 2019.

**OTHER POSTS**

- POST 07/04** : **ARTISAN (PRODUCTION) GRADE A (ELECTRICAL) REF NO: (GPW 19/11)**
- SALARY** : R179 523 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Electrical, Knowledge of commercial printing processes and Grade 12 will be an added advantage.
- DUTIES** : The ensuring of proper maintenance, installations, operation, repair and testing of commercial or printing electrical equipment, Maintenance of general electrical equipment for e.g. lighting, distribution board and power reticulation, Preventive maintenance of printing equipment, Adhere to all planned and corrective maintenance, Report any machine/equipment deficiencies, Adhere to occupational health and safety practices and promote good housekeeping on an ongoing basis.
- ENQUIRIES** : Mr K Rahlogo Tel No: (012) 748 6312

**POST 07/05** : **ARTISAN (PRODUCTION) GRADE A (MECHANICAL) REF NO: (GPW 19/12)**

**SALARY** : R179 523 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanical, Knowledge of commercial printing processes and Grade 12 will be an added advantage.

**DUTIES** : The ensuring of proper maintenance, installations, operation, repair and testing of commercial or mechanical printing equipment, Maintenance of general Mechanical printing Equipment, Preventive maintenance of printing equipment, Adhere to all planned and corrective maintenance, Report any machine/equipment deficiencies, Adhere to occupational health and safety practices and promote good housekeeping on an ongoing basis.

**ENQUIRIES** : Mr K Rahlogo Tel No: (012) 748 6312

#### **APPRENTICESHIP PROGRAMME**

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed, Clear indication of the apprenticeship and reference number that is being applied for must be indicated on your Z83 form, A recent, comprehensive CV, certified copies of grade 12/Senior Certificate and ID must be attached. Government Printing Works is contributing towards skills development by providing unemployed youth with opportunities to be trained in the printing environment through apprenticeship programme. Applications are invited from all candidates who are between the ages of 18-35 who would like to participate in the apprenticeship programme to obtain an accredited qualification as Artisans in the trade Mechanized Soft-cover and Hard-cover Bookbinding. Important note: All apprentice will be allocated a mentor and will be stationed in Pretoria, Successful candidates will be offered a three year contract in line with the SETA requirements to prepare them successfully for both theory and practical until they complete a trade test and receive their qualification, Shortlisted candidates must be available for the interviews and competency assessment on a date that will be determined by the Government Printing Works, All Apprentices will be required to sign an Agreement with GPW for the duration determined by GPW.

#### **OTHER POST**

**POST 07/06** : **MECHANIZED SOFT-COVER AND HARD-COVER BOOKBINDING REF NO: (GPW 19/13) (X10 POSTS)**

**STIPEND** : R117 621 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Senior Certificate/ Grade 12 or equivalent qualification

**ENQUIRIES** : Mr L Mpofo Tel No: (012) 748-6278



**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

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

- APPLICATIONS** : Applications must be e-mailed timeously to [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za), or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online at <https://www.gtac.gov.za/careers>. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information.
- CLOSING DATE** : 08 March 2019 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm Permanent employment. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

**OTHER POST**

- POST 07/07** : **HUMAN RESOURCE OFFICER: PLANNING AND DEVELOPMENT (HCM & CS)**  
**REF NO: G001/2019**  
Term: 12 Months Fixed Term Contract

- SALARY** : R242 475 – R285 630 per annum plus 37% in lieu of benefits (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year qualification in Human Resources, Administration or related field. 1-2 years' experience in Human Resource Administration and Development; knowledge and ability to use technology or Computer efficient (MSOffice, Internet and emails). Knowledge of Human Resources Administration practices and systems. Knowledge of the PSA, SDA, EE and PMDS, experience in the public service will be added as an advantage.

- DUTIES** : Performance Management Support: File and maintain performance contracts. Capture, file and maintain performance reviews/evaluation outcome letters. Capture poor performance responses and actions. Scan and file all performance related information on employee's SM files. Assist with the capturing of Performance Agreements on PERSAL. Job Design and Evaluation: Assist with the Job Description databases. File and maintain job evaluation reports. Organisational Design and Post Establishment: File and maintain GTAC establishment files and documents. Assist with and file post establishment files and documents. Recruitment and Selection: Assist with the drafting and placement of job advertisements, filing and maintaining records. Assist with the screening and capturing of CV received and response handling of the 'recruit@gtac.co.za' email box. Assist with the logistical arrangements pertaining to interviews, assessments, security and reference checks. Liaise with candidates and receive pre-interview information. Prepare interview packs for panel members. Training and Development: Assist with administration of training such as CIP, SMS Compulsory Training and short course, and maintain the training and development database. Assist with the collation of Individual Development Plans and maintain the plans. File and maintain training attendance records. Assist with the administration of the internal and external bursary scheme, and file and maintain records. Scan and file all bursary related information on the SB files. Assist with the skills audits, file and

maintain results. Secondments and Probation Management: File and maintain secondments requests. File and maintain secondments agreements. Capture, file and maintain quarterly probationary reports. Capture extensions to probationary periods.

**ENQUIRIES**

: Kaizer Malakoane Tel No: (012) 315 5442

## 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 M Shitiba
- CLOSING DATE** : 11 March 2019 @ 12:00pm 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 POST

- POST 07/08** : **EMS OPERATIONAL MANAGER (DISASTER MEDICINE) REF NO: NDOH 1/2019**  
Chief Directorate: Violence, Trauma and Emergency Medical Services  
Directorate: Emergency Medical Services and Disaster Medicine
- SALARY** : R828 507 per annum as per OSD
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelors Degree in Emergency Medical Care. A National Diploma or Bachelors Degree in Disaster Management would be an added advantage. Registration with the Health Professional Council of South Africa as an Emergency Care Practitioner. At least eighteen (18) years experience in Emergency Medical Services. Sound and in-depth knowledge of the Health Act and the Regulations pertaining to the Act. Knowledge and understanding of government policies related to facilities development and planning and related Acts and Regulations. Broad knowledge of Public Finance Management Act (PFMA). Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-depth knowledge of relevant prescripts and applications of Emergency Medical Services as well as knowledge of the Disaster Management Act 57/2002. Ability to work in a high pressure environment. Good communication (written and verbal), negotiation, problem solving, policy analysis and development, leadership, planning, organisation and computer skills. A valid driver's licence.
- DUTIES** : Develop, facilitate and monitor the implementation of the National Health Disaster Regulations, Policy or Programmes. Participate in the management of Government or Non-Government National or International special events. Develop, implement and monitor policies for response to National and International Disaster. Participate in co-ordination and facilitation of the implementation of Emergency Preparedness Plan for possible major incidents/disasters within

**ENQUIRIES**

hospitals and the country in general. Management of resources (Financial, Physical and Human). Management of risk and audit queries.  
: Mr Raveen Naidoo at Tel No: (012) 395 8211

## 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** : 11 March 2019

**NOTE** : Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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.

## MANAGEMENT ECHELON

**POST 07/09** : **HEAD: JUSTICE COLLEGE (CHIEF DIRECTOR LEVEL) REF NO: 19/19/JC**

**SALARY** : R1 189 338 – R1 422 012 per annum. (All inclusive remuneration packages). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Justice College, Pretoria

: An appropriate B Degree in Public Administration/ Law or equivalent qualification at NQF level 7 as recognized by SAQA; A Master's degree in the above mentioned qualification will be an added advantage; A minimum of 5 years' experience at Senior Management level of which 4 years should be in training and education environment. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage and coordinate implementation of strategic direction and corporate governance; Oversee and manage accreditation of education, development and training programmes; Oversee and manage development and production of research, innovation and knowledge; Oversee and manage provision and delivery of training, education and development of all programmers; Manage and co-ordinate administrative and learner support services; Built, initiate and drive sound relationship with, and influence partners in government as well as in the education, development and training sector; Evaluate and quality assure the overall performance and reporting of the College; Provide effective people and financial management.

**ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 8240

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

**NOTE** : People with disabilities and women are encouraged to apply.

#### **OTHER POSTS**

**POST 07/10** : **STATE LAW ADVISER LP7- LP8 REF NO: 19/12/LD**

**SALARY** : R725 487 – R1 203 570. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Rules Board for Courts of Law: Pretoria

**REQUIREMENTS** : LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional Law and Administration will be an added advantage. Skills and Competencies: Legal Research and legislative drafting; Excellent written and verbal communication skills; Analytical legal thinking; Problem solving and decision making skills; Interpretation and presentation skills; Computer literacy; Ability to work independently and under pressure, yet function as part of a team when required.

**DUTIES** : Key Performance Areas: Plan and conduct research, including comparative legal research into court rules; Prepare research papers and make representations to the Rules Board and its committees; Draft rules of court and memoranda; Participate in projects to reform the Civil Justice System; Render an administrative support service to the Rules Board and its committees; Process approved amendments and new rules; Perform any other related duties as required.

**ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 8240

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

**NOTE** : People with disabilities are encouraged to apply.

**POST 07/11** : **DEPUTY DIRECTOR: THIRD PARTY FUNDS ACCOUNTING REF NO: 19/15/CFO**

**SALARY** : R697 011 – R821 052 per annum (All inclusive remuneration packages). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A Degree/National Diploma (NQF level 6) in Financial Management or equivalent; A minimum of 5 years relevant experience in a Financial Accounting/Management environment of which a minimum of 3 years should be at management level; Knowledge of the Public Finance Management Act and National Treasury Regulations; Experience SAP FI & PSCD; Experience in the compilation of financial statements according to GRAP Accrual principles; A valid driver's license. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy and spreadsheet skills (will be tested); Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet daily deadlines; Must be able to travel extensively.

**DUTIES** : Key Performance Areas: Perform oversight of Financial Accounting transactions, correction and bookkeeping support services; Manage General Ledger Accounts (FI & PSCD) and corrections; Compile reports and other Financial Statements; Manage PERSAL maintenance deductions; Provide guidance and training to regional Third Party Funds units; Manage other ad-hoc accounting functions; Provide effective people management.

**ENQUIRIES** : Ms. E. Zeekoei Tel No: (012) 315 1436

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

<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 07/12</u></b>	:	<b><u>DEPUTY MASTER MR-6 REF NO: 19/13/MAS</u></b>
<b><u>SALARY</u></b>	:	R448 269 – R1 084 437 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master of the High Court: Pietermaritzburg LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates, Mental Health, Insolvency Act, Companies, Close Corporations, Trust Property Control Acts and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court; A valid driver's licence. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Maeko Tel No: (012) 315 1996 Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 07/13</u></b>	:	<b><u>COURT MANAGER REF NO: 2019/04/MP</u></b>
<b><u>SALARY</u></b>	:	R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Bushbuckridge Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage courts and places of sitting within the Sub-District of Maphumulo Local Municipality; Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. NC Maseko Tel No: (013) 753 9300/249 Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

<b><u>POST 07/14</u></b>	:	<b><u>COURT MANAGER REF NO: 07/19/LMP</u></b>
<b><u>SALARY</u></b>	:	R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Sekgosese (Morebeng)
	:	Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	:	Ms Mongalo MP Tel No: (015) 287 2037 or Ms Phalane MR. Tel No: (015) 287 2036
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<b><u>POST 07/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRUST FUND MANAGEMENT REF NO: 19/18/CFO</u></b> (Three Years Contract Appointment)
<b><u>SALARY</u></b>	:	R356 289 + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	National Diploma/Degree in financial management or equivalent qualification at NQF level 6; A minimum of 3 years' experience in a financial management environment; Knowledge and experience in Third Party Funds management; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of MojaPay and JDAS/SAS operational as well as training experience; A valid driver's license. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spread sheet skills; Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet daily deadlines.
<b><u>DUTIES</u></b>	:	Key Performance Areas: System development and roll-out; Provide systems training as well as operational/accounting and technical office support to all offices and regions; Participate in cleanup projects at high risk offices; Participate in the compilation of Internal and Annual Financial Statements; Audit readiness, preparation and responses to audit findings; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Zeekoei Tel No: (012) 315 1436
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.



- POST 07/16** : **IT CO-ORDINATOR REF NO: 08/19/LMP (X2 POSTS)**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: Limpopo
- REQUIREMENTS** : Diploma (NQF6) in Information Technology / other related degree, with training / project management modules; 4 (Four) years' experience in rendering an IT related LAN Support service; Any accredited IT certificate with 5 (five) years' working experience in an IT related working environment; 2 (two) years' experience in training and project management; 1 (one) year experience in Network Administrator and Help-Desk first line support; 1 (one) year experience in System Management ; A valid driver's licence Skills and Competencies: Communication (written and oral) skills; Computer skills (Ms Word, Powerpoint, Outlook and Internet, etc); Problem solving and Analysis; Change Management; Presentation skills; Project Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management.
- DUTIES** : Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.
- ENQUIRIES** : Mr. Maakamedi TP Tel No: (015 287 2026 or Ms. Mongalo MP Tel No: (015 287 2037
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 07/17** : **CHIEF ACCOUNTING CLERK: PAYROLL REF NO: 19/09/CFO**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A grade 12 certificate or equivalent qualification; At least three years' experience in the government payroll environment; Basic knowledge of the Public Service Finance Management Act and Treasury Regulations; Experience in the Basic Accounting System (BAS) and Persal; Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Planning and organizing skills; Accuracy and attention to detail; Problem solving skills.
- DUTIES** : Key Performance Areas: Manage departmental debts; Implement salary allowances and deductions; Perform monthly annual Income Tax reconciliation and manual tax re-calculations; Reconcile and clear Salary Suspense and Control accounts; Manage the payment and reconciliation of Subsistence and Transport claims and advances; Provide effective people management.
- ENQUIRIES** : Ms E Sebelebele Tel No: (012) 357 - 8662
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 07/18** : **ACCOUNTING CLERK: PAYROLL SERVICES REF NO: 19/06/CFO**
- SALARY** : R163 563 – R192 666 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification; Advanced Excel/ IT experience; The following will serve as added advantage: Knowledge and experience of BAS and Persal; Basic knowledge of the PFMA and Treasury Regulations; Courses in government

financial management; Skills and Competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Planning and organizing skills; Accuracy and attention to detail; Problem solving skills; Ability to maintain a high level of confidentiality; Ability to work under pressure and be able to interpret relevant policies.

**DUTIES**

: Key Performance Areas: Render financial administration support services; Perform salary administration support services; Perform bookkeeping support services; Render a budget support service.

**ENQUIRIES**

: Ms. M. Qhamakoane Tel No: (012) 357 8591

**APPLICATIONS**

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

**NOTE**

: People with disabilities are encouraged to apply.

## DEPARTMENT OF LABOUR

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

- APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF
- CLOSING DATE** : 11 March 2019 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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 transcripts including senior certificate, ID-document and a 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, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour 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).

## MANAGEMENT ECHELON

- POST 07/19** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: HR 4/4/3/3DES/UIF**  
(1 year contract)
- SALARY** : R1 005 063 per annum (All inclusive)
- CENTRE** : Unemployment Insurance Fund: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA) in Project Management, Public Management/ Public Administration or Business Administration/ Office Administration. Senior Management Leadership Programme. Five (5) years middle management experience. Knowledge: Departmental policies and procedures. Public Service Regulation (PSR). Public Service Act (PSA). Labour relations Act (LRA). Employment Equity Act (EEA). Project management principles and Methodologies. Project management information technology e.g PMBOK, MS projects etc. Skills: Financial Management. Computer literacy. Change management. People development and empowerment. Strategic management and leadership. Project management. Communication. Report Writing. Presentation. Interpersonal relations.

**DUTIES** : Develop and ensure the implementation of administrative measures for the effective and efficient operation of the Commissioner's office. Manage the Commissioner's engagements with stakeholders and other government institutions. Provide strategic project coordination service within the Fund. Manage resources within the office of the Commissioner.

**ENQUIRIES** : Mr TS Maruping Tel No: (012) 337 1885/1410

**POST 07/20** : **DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/ 4/3/3/DBS/ UIF**  
Re-advertisement

**SALARY** : R1 005 063 per annum (All inclusive)  
**CENTRE** : Western Cape Provincial Office  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Operations Management /Operational Research / Public Management / Business Administration / Finance / Business Process Re-engineering. Five (5) years of experience at a middle management level/senior managerial level. Knowledge: Public Financial Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Financial Management. Conflict Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UIA) Skills: Computer Literacy. Policy Formulation. Proficient Communication. Planning and Organizing. Knowledge Management. Interpersonal. Report Writing. Analytical.

**DUTIES** : Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Oversee the implementation of employer audit services. Manage the implementation of risk management strategies. Manage resources (Human, Financial, Equipment / Assets) in the Directorate.

**ENQUIRIES** : Mr M Ntamo Tel No: (021) 441 8112

#### **OTHER POST**

**POST 07/21** : **DEPUTY DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: HR4/4/3/2/DDCM/UIF**

**SALARY** : R697 011 per annum (All inclusive)  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three (3) years tertiary qualification in Accounting / Cost and Management Accounting / Public Finance Management. Three (3) years functional experience in the field of financial management. Two (2) years management experience. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE).Treasury Regulations. Supply Chain Management Systems and Processes. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management. Analysis. Problem Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report Writing. Minutes writing.

**DUTIES** : Monitor the allocation of correct contributions to employer records. Manage the provision of cashier services. Monitor the investigation and allocation of the unallocated contributions. Manage the resources (Human, Financial, Equipment/Assets) in the Sub-directorate.

**ENQUIRIES** : Ms Z Fololo Tel No: (012) 337 1895

**DEPARTMENT OF MINERAL RESOURCES**

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman
<b><u>FOR ATTENTION</u></b>	:	Ms N Maseko/ Ms T Sibutha
<b><u>CLOSING DATE</u></b>	:	08 March 2019
<b><u>NOTE</u></b>	:	All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

**OTHER POST**

<b><u>POST 07/22</u></b>	:	<b><u>DEPUTY DIRECTOR: ECONOMIST REF NO: (DMR/19/0022)</u></b>
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A post graduate Honours Degree in BCom (Economics); or related field coupled with relevant experience PLUS the following competencies; Knowledge of Economic concepts; data management; team work, co-ordination; problem solving, Social sciences; Econometrics; competition policies; research methodologies; global and local economic landscape; SA government economic policies and strategies; macro-micro economics; financial markets, Skills: time and people management; commercial awareness; analytical; forecasting; interpretation of statistics; decision making; application of complex concepts into less technical way; critical-thinking, Communication: good interpersonal; writing; verbal and non-verbal; Creativity: independent thinker, self-driven; conform with uncertainty, Other: attention to details; self-drive; command in mathematical jargon.
<b><u>DUTIES</u></b>	:	Monitor and evaluate progress of empowerment initiatives; identify potential areas of possible co-operation with strategic partners; monitor local and exploration expenditure; monitor South African minerals developments trends; interact with relevant stakeholders within mining industry; provide inputs on policy development; supervisor and develop staff.
<b><u>ENQUIRIES</u></b>	:	Mr M Machaka Tel No: (012 444 3507
<b><u>NOTE</u></b>	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

## DEPARTMENT OF PUBLIC WORKS

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



- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 08 March 2019 at 16h00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

## MANAGEMENT ECHELON

- POST 07/23** : **CHIEF DIRECTOR: PROPERTY INVESTMENT AND LEASE MANAGEMENT**  
**REF NO: 2019/49**  
Small Harbours, State Coastal Property Development and Special Projects (SHSCPD&SP)  
(Re-Advertisement: Those who applied previously are encouraged to re-apply)
- SALARY** : R1 189 338 per annum (all inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A postgraduate qualification (NQF Level 8) in Property Management or equivalent qualification in the Built Environment of which 5 years should be at Senior Management Services level relevant experience in Built environment or related field. Knowledge: Property Financing, Preferential Procurement Policy and Framework, Black Economic Empowerment Act, Supply Chain Management Act, Portfolio Performance and Monitoring, Disposal Policy, Government Immovable Assets Management Act, National Environmental Management Act, Integrated Coastal Management Act. Skills: Strategic capability and leadership, Programme and project management, Asset Management, Property Management, Advanced communication, People Management and empowerment, Problem solving and change management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Stakeholder management, Presentation and facilitation, Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Hard-working, Highly motivated and ability to work independently. Other: Willing to adapt work schedule in accordance with requirements of the Unit; required to travel extensively; Experience in large commercial developments; Exposure to development of maritime infrastructure will be advantageous.
- DUTIES** : Undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; determine

and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; ensure that the SHSCPD&SP budget framework is in line with Medium Term Expenditure Framework; Oversee the analysis of the planned development of small harbours and state coastal properties to ensure continued performance during the development phase; Oversee the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Manage the improvement of infrastructure asset planning, budgeting and implementation that enables sustainable service delivery, increased economic growth and increase access to services for harbours; Improve the utilization of state owned immovable assets in compliance with GIAMA; Oversee the development of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Conduct benchmarks and best practices for states' coastal assets in line with the property and construction Industry; Ensure sound investment decisions are made which will benefit the state; Ensure all investments are based on current economic market trends. Provide the development of a base for investment and disinvestment decisions; Provide guidance with respect to the integrated approach of developing small harbours; Analyses of options for construction, renovation, leasing and space optimization of small harbours and state coastal properties.

- ENQUIRIES** : Mr M S Thobakgale Tel No: (012) 406 1882 / 1624
- POST 07/24** : **DIRECTOR: PROPERTY INVESTMENT REF NO: 2019/50**  
 Small Harbours, State Coastal Property Development and Special Projects (SHSCPD&SP)  
 Re-Advertisement: Those who applied previously are encouraged to re-apply)
- SALARY** : R1 005 063 per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Asset Management/ Commerce and/or Financial/ Business administration or equivalent qualification in the Built Environment. Postgraduate qualification will be advantageous. 5 years Middle management services/ Senior Management services experience in Built environment. Knowledge: Property Financing, Preferential Procurement Policy and Framework, Black Economic Empowerment Act, Supply Chain Management Act, Portfolio Performance and Monitoring, Disposal Policy, Government Immovable Assets Management Act, National Environmental Management Act, Integrated Coastal Management Act. Skills: Strategic capability and leadership, Programme and project management, Asset Management, Property Management, Advanced communication, People Management and empowerment, Problem solving and change management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Stakeholder management, Presentation and facilitation, Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Hard-working, Highly motivated and ability to work independently. Other: Willing to adapt work schedule in accordance with professional requirement; required to travel extensively; Experience in commercial developments and letting out; Exposure to development of maritime infrastructure will be advantageous.
- DUTIES** : Collate and consolidate all existing information within the investment analyses and immovable asset register of state coastal properties; assess the cost/ benefits for all property investment and options; conduct financial risk, medium and long term liabilities, technical and functionality risk and market risk analyses for portfolios; conduct sensitivity analyses to enable the formulation of proactive strategies for portfolio management; forecast market trends; costs and opportunities related to property assets; audit and evaluate additional investments, capital investments and review performance of portfolio assets related to investment projections; advise and identify innovative alternatives for property financing and value enhancing strategies and projections; provide investment related advice to various

stakeholders including other government departments under Operation Phakisa: Oceans Economy; develop and implement incremental programme to value the State's properties; provide progress and financial reports to Chief Director: Property Investment and Lease Management. Manage the implementation of the new letting out framework, manage the co-ordination and administration of the letting out component; Manage the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Development of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Manage the employment related processes of the component; manage the administration and development of staff; ensure capacity and sustainability of staff of the component; manage the budget and expenditures of the component; Provide reports on investment and letting out portfolio.

- ENQUIRIES** : Mr M S Thobakgale Tel No: (012) 406 1882 / 1624
- POST 07/25** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2019/51**  
Supply Chain Management
- SALARY** : R1 005 063 per annum (all inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Port Elizabeth Regional Office
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Supply Chain Management, Public Administration, Economics, Management Sciences or Built Environment Profession and five (5) years experiences at Middle/Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.
- DUTIES** : Manage the development and implementation of and update policies and strategies: Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand-:Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property-:Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the



committees; Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. The management of logistic support services:-Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register:-Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile moveable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

**ENQUIRIES** : Mr R Naidoo Tel No: (012) 406 1191

**OTHER POST**

**POST 07/26** : **CHIEF CIVIL ENGINEER: PROFESSIONAL SERVICES REF NO: 2019/52**

**SALARY** : R935 172 - R1 069 272 per annum (all inclusive OSD salary package)  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A degree in Engineering (B.Eng / B.Sc Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineering. Valid driver's license. Compulsory registration with ECSA as a professional Engineer. Proven Civil Engineering design experience. A good understanding of all relevant legislation and construction industry contracts. Well-developed attention to detail. Engineering observations and design skills. Strong analytical and built environment skills. Good communication (verbal and written) and presentation skills. Preparedness to undertake training and mentoring of subordinates and young professionals. Thorough knowledge and experience related to civil services in buildings. Knowledge of and experience in the application of the Occupational Health and Safety Act.

**DUTIES** : Review, analyse and evaluate civil engineering consultant's designs, tender documentation, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance contracts. Provide technical hands-on specialised support and technical reports to project managers in evaluating effectiveness and efficiency of proposed civil engineering designs. Evaluate construction activities to conform to industry acceptable norms, standards and specifications. Review and audit final professional civil engineering accounts and construction contract final accounts. Provide technical and advisory support to bid committees during bid processes. Review and regular updating of civil engineering practice manuals for the Department. Undertake, as applicable or appropriate, design, documentation and implementation for identified projects  
 •Provide mentorship to candidate engineers and technicians.

**ENQUIRIES** : Mr R Ramushu Tel No: (012) 406 2109

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

<b><u>APPLICATIONS</u></b>	:	Online applications can be submitted on <a href="https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx">https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx</a> . Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application. Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street
<b><u>FOR ATTENTION</u></b>	:	HRM
<b><u>CLOSING DATE</u></b>	:	08 March 2019 at 16:00
<b><u>NOTE</u></b>	:	DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

## OTHER POST

<b><u>POST 07/27</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2019/086</u></b> Office of the Chief Registrar of Deeds
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Public Administration/ Bcom Information Management/Diploma in Information Science. 3 years of experience in records environment. Job related knowledge; National Archives. Information Management. Understanding of most prevalent system (Database management Systems, Transaction Processing Systems, Document Management Systems). PFMA, Treasury Regulations. Knowledge of relevant standards, statutory and regulatory framework. Job related skills; Computer Literacy. Archiving Skills. Program and Project Management. Inter-personal skills. Communication skills (Written and Verbal). Organising skills. Supervisory Skills. Valid Driver's license.
<b><u>DUTIES</u></b>	:	Facilitate implementation of records management policies and guidelines. Maintain the filing system for the branch. Advice and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Monitor and evaluate records

management practices for compliance to sound records management practices. Manage capturing process on the projects undertaken by the business units. Provide management information on projects. Facilitate access to information and records. Facilitate users' access to the database system. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Provide a professional development programme for records management staff. Raise awareness on records management and information practices. Participate in the IRMF Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the branch. Provide reports on the records management implementation programme. Manage the provision of support to meetings for the Chief Registrar of Deeds. Coordinate the arrangements of refreshments for the meetings. Manage the provision of the venue for the meetings.

**NOTE**

: This post is a re-advertisement and candidates who previously applied are encouraged to re-apply. Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

## DEPARTMENT OF TRANSPORT

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.*

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 11 March 2019
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## OTHER POSTS

- POST 07/28** : **ASSISTANT DIRECTOR: MARITIME FREIGHT LOGISTICS REF NO: HRM/2019/02**  
(Branch: Maritime Transport  
Chief Directorate: Maritime Infrastructure & Industry Development  
Directorate: Maritime Infrastructure & Freight Logistics  
Sub-Directorate: Maritime Infrastructure & Freight Logistics)
- SALARY** : R444 693 per annum (Level 10) (All inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year diploma or degree in maritime studies, transport economics, transport planning with 3-5 years relevant experience. The following will serve as a recommendation: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals; Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting); Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Responsible for Compiling the management reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Good communication skills (verbal and written); Computer literacy Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Must be able and willing to travel nationally. Be able to work under pressure. Knowledge of the maritime transport industry; Knowledge and understanding of the maritime regulatory environment; Knowledge and understanding of the multilateral environment; Knowledge and understanding of port environment; Project Management skills; Sound communication and interpersonal skills; Good Organisational and Management skills; Excellent writing skills; Communication skills.

**DUTIES** : The successful candidate will: To support the development of an effective and productive South African Port Industry that is capable of contributing to the economic growth and development of the country and improves port efficiency; Assist the management of continuous assessment of effectiveness and efficiency of South Africa's Maritime Freight Logistic Chain; Manage update of stakeholder information and contacts Nationally, Regionally and Continentally; Assist on the establishment and management of the implementation of the Maritime Freight Logistics data centre; Assist the Management and the establishment of an information systems platform to track and trace Maritime Freight in and out of South Africa; Assist to develop a platform to facilitate compatibility of the industry data collection methods with those of the government; Assist to manage the process of maritime freight data analysis to influence efficiencies in logistic conduits; Assist on designing and implementation of research and innovative strategy to improve South African's performance of maritime logistics; Facilitate training programmes to keep abreast of new global development in the maritime freight logistics; Assist the management and coordination of the Department's participation in maritime freight logistics multilateral institutions in Africa and abroad; Assist the management of tracking and tracing of maritime freight destined for the country and across the borders; Record analyse all maritime freight coming to South Africa with respect to cargo variations for future development; Coordinate maritime freight logistics projects and development in Africa; Assist the establishment and management of database of all the maritime stakeholders nationally; regionally and continentally; Continuously liaise with maritime stakeholders nationally, regionally and continentally on issues of maritime transports; Represent the Department at inter-departmental committees on African maritime multilateral relations; Assist the management of the alignment of freight logistics processes to collaborate with government strategic plans; Assist the management of the review of the industry's freight plans in line with government plans; Engage stakeholders from freight logistics industry to understand their future undertakings to assist in the future planning; Assist the management and coordination of signing all maritime multilateral agreements pertaining to cross-border maritime freight logistics arrangements; Assist the management of implementation of electronic system to conform government required standards; Assist in the monitoring and the implementation of all the projects emanating from the signed maritime multilateral agreements.

**ENQUIRIES** : Mr C Mpahlwa Tel No: 012 309 3040

**POST 07/29** : **ASSISTANT DIRECTOR: MARITIME SAFETY & ACCIDENT INVESTIGATION**  
**REF NO: HRM/2019/03**  
Branch: Maritime Transport  
Chief Directorate: Implementation, Monitoring and Evaluation  
Directorate: Maritime Safety, Security and Environment  
Sub-Directorate: Maritime Safety & Accident Investigation

**SALARY** : R444 693 per annum (Level 10) (All inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate NQF level 6/7 qualification in the field of Transport Management/ Maritime Studies /Public Management or equivalent with at least 3-5-years relevant experience. The following will serve as a recommendation: Manage and encourage people, optimise their outputs & effectively manage relationships in order to achieve organisational goals; Plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting); Willing and able to deliver services effectively and efficiently in to successfully implement new initiatives and deliver on service delivery commitments; Responsible for Compiling the management reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Good communication skills (verbal and written); Computer literacy, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Must be able and willing to travel nationally. Be able to work under pressure. Knowledge of South African Maritime Transport Environment; Knowledge of the Merchant Shipping Act and relevant Maritime

Regulations; Knowledge of international maritime treaties / protocols (IMO/ILO); Excellent communication skills; Negotiation Skills; basic Research Skills; Excellent writing skills; Presentation Skills; Good interpersonal skills; Advanced Computer Literacy Skills; Good Organisational Skills.

**DUTIES**

: The successful candidate will: To ensure the implementation and constant review of maritime safety regulatory framework as provided for in the Merchant Shipping Act and other relevant regulations; Co-ordinate stakeholders meetings on a regular basis; Liaise with key stakeholders in the implementation of the National Small Vessels Safety Regulations; Facilitate the implementation of the National Small Vessels Safety Regulations; Facilitate the development and registration of National Small Vessels database; Liaise and facilitate the implementation of the National Small Vessels database; Develop a framework for reporting on safety accidents Liaise with SAMSA on the Marine Accidents and Incidents Investigations; . Facilitate the convening of the Courts of Marine Enquiry as required in the Merchant Shipping Act and the Courts of Marine Regulations Assist in the discussions and conclusions of the Memorandum of Understanding with SAMSA; Perform administrative functions towards the convening of the sitting of the Court of Marine Enquiry; Serve as the Clerk of the Court of Marine Enquiry; Assist the Project Officer in the management of the project funds; Liaise with key stakeholders such as the affected family members, legal attorneys and defendant; Facilitate the implementation of the Court of Marine Enquiry's decisions; Maintain an up-to-date list of potential members of the Court of Marine Enquiry; Facilitate the development of a database of judges and members of court; Facilitate the development of strategy for come investigation; Liaise with MRCC and compile monthly incident accident reports; Facilitate the coordination of Maritime Stakeholder & Incident Investigations; Facilitate the development and implementation of legislative / regulatory framework for the safety on inland-waterways; Facilitate amendment of Chapter 4 of Merchant Shipping Act and other relevant regulations; Facilitate the development of maritime incident database; Assist in the International Maritime Organization' Voluntary Audit Scheme; Develop monthly reports on all maritime safety incidents; Assist in the selection of auditors and recommend them for IMO Secretary-Generals' consideration; Facilitate the institutionalisation of panel of experts to oversees application for auditors; Facilitate the convening of a maritime stakeholder meeting to plan for the audit; Assist in the discussion and conclusion of the Memorandum of Co-operation with the IMO (IMO Resolution A.974 (24));Facilitate the requirements of the Voluntary Audit Scheme in line with the Memorandum of Co-operation; Advise the Deputy Director of maritime safety matters that are dealt with by the International Maritime Organization ;Facilitate the implementation of the Voluntary Audit Scheme findings; Participate in related international forums such International Maritime Organization such as Maritime Safety Committees as required; Assist in the co-ordination of information for research purposes and benchmark on international practice; Keep abreast of the outcomes of the IMO Maritime Safety Committee; Assist in implementing resolutions/outcomes of the IMO in respect of maritime safety.

**ENQUIRIES**

: Ms Sharmila Dharamalingam Tel No: 012 309 3834

**POST 07/30**

: **STATE ACCOUNTANT: BUDGETING REF NO: HRM/2019/04**

Branch: Administration, Office of the Chief Financial Officer  
Chief Directorate: Budgeting and Compliance  
Directorate: Management Accounting and Budgeting  
Sub-Directorate: Budgeting

**SALARY  
CENTRE**

: R242 475 per annum (Level 07) (All inclusive salary package)  
: Pretoria

**REQUIREMENTS**

: Applicants must be in possession of matric and a three year recognized NQF level 6 tertiary qualifications in Finance and two years' experience in Financial Management. The following will serve as strong recommendations: Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of Budget Procedures and Processes; Knowledge of government accounting systems, computerized financial systems – BAS; Planning and organisational skills; Analytical Skills; Computer literacy e.g. Word and spread

- sheets, etc; Verbal and written communication skills, Language skills and the ability to communicate well with people at different levels and different backgrounds; Must be willing to work beyond normal working hours when required.
- DUTIES** : The successful candidate will be responsible to: Capturing of the departmental budget on the transversal system; Expenditure control and monitoring; Preparation and distribution of monthly report; Budget reprioritization; Document the accountability of managers and office administration.
- ENQUIRIES** : Ms Fhulufhedzani Ntavhaedzi Tel No: (012) 309 3164
- POST 07/31** : **STATE ACCOUNTANT: SYSTEM CONTROL REF NO: HRM/2019/05**  
 Branch: Administration, Office of the Chief Financial Officer  
 Chief Directorate: Budgeting and Compliance  
 Directorate: Management Accounting and Budgeting  
 Sub-Directorate: System Control
- SALARY** : R242 475 per annum (Level 07) (All inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of matric and a three year recognized NQF level 6 tertiary qualifications in Finance, with two years working experience in Finance. Experience in System Control will be an added advantage. Good knowledge and experience of BAS; Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of government accounting systems, computerized financial systems – BAS; Planning and organisational skills; Analytical and problem-solving skills; Computer literacy e.g. Word and spread sheets, etc; Verbal and written communication skills, Language skills and the ability to communicate well with people at different levels and different backgrounds.; Must be willing to work beyond normal working hours when required.
- DUTIES** : The successful candidate will be responsible for: Maintain departmental code structure, departmental parameters, security profiles and password reset for BAS Users; Maintain and link users to BAS printers; Manage and monitor the interface of the transversal system on LOGIS, PERSAL and BAS; Monitor interfacing of LOGIS commitment on BAS; Monitor proper integration of the financial system; Log calls with SITA and resolve problems on BAS via SITA and IT; Maintain and verify entities on Safety web, Capture entities on BAS, filling including office administration; Enhance the awareness of the BAS system in the Department; Identify and nominate BAS users for formal BAS training.
- ENQUIRIES** : Ms Khathazile Mabena Tel No: (012) 309 3768

**DEPARTMENT OF WATER AND SANITATION**

**CLOSING DATE** : 08 March 2019  
**NOTE** : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

**MANAGEMENT ECHELON**

**POST 07/32** : **DIRECTOR: INFORMATION PROGRAMMES REF NO: 080319/01**  
 Branch: Planning and Information  
 CD: Water Monitoring and Information

**SALARY** : R1 005 063 per annum, (Level 13), (All inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's Degree at NQF level 7 in Science or Engineering. A Postgraduate Degree and Professional registration with ECSA or SACNASP will be added advantage. Knowledge and practical experience in water resources management. Strategic capability and leadership. Good communication skills. Excellent computer skills. Planning and organising, people management, conflict management, negotiation, change management skills. Experience in programme, project management, and financial management skills. Knowledge management, service delivery innovation (SDI). Empowerment, client orientation and customer focus skills.

**DUTIES** : Lead the development, integration and maintenance of National Water and Sanitation information systems. Review, establish and maintain the water monitoring governance structures in the country. Co-ordinate, implement and maintain mechanisms to disseminate water and sanitation information and knowledge products. Develop and review water monitoring strategies and plans. Establish and maintain structures and processes for national state of water reporting. Carryout and coordinate the integrated catchment studies. Establish and maintain the secretariat of the South African National Committee for UNESCO International Hydrological Programme. Lead the establishment and maintenance of stakeholder relationships and institutional cooperation in water and sanitation information management. Lead the provision of knowledge and expertise to support all levels of government and international stakeholders in understanding and solving the critical water and sanitation problems. Implement and maintain reporting structures and processes to support programme and project management within the Chief Directorate and beyond.

**ENQUIRIES** : Mr Moloko Matlala Tel No: 012 336 7860  
**APPLICATIONS** : Pretoria, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or



hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms LI Mabile.

#### **OTHER POSTS**

**POST 07/33** : **CHIEF ENGINEER GRADE A REF NO: 080319/02**

**SALARY** : R991 281 per annum, (All inclusive OSD salary package)  
**CENTRE** : IBOM: Central Operations, Usutu Vaal (Standerton)  
**REQUIREMENTS** : Engineering degree (B Eng or BSC Eng) or relevant qualification. Six (6) years post-qualification experience. A valid driver's licence. (Attached certified copy). Compulsory registration with ECSA as a Professional Engineer (Attach certified copy). Maintenance skills and knowledge. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Technical consulting. Engineering and professional judgment and responsiveness. Good communication skills. Excellent computer skills. Planning and organising, people management, conflict management, negotiation, change management skills. Experience in programme and project management. Team leader and decision maker. Financial management skills.

**DUTIES** : Manage the area office in the Central Operations Directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situation that may jeopardise lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Officer. Prepare and manage Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

**ENQUIRIES** : Ms. N Ndumo Tel No: 012 - 741 7302  
**APPLICATIONS** : Centre: IBOM: Central Operations. Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, IBOM Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria

**FOR ATTENTION** : Mr KL Manganyi

**POST 07/34** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 080319/03**

Branch: Operational Integration  
SD: Financial Management (WTE)

**SALARY** : R697 011 per annum (Level 11) (all inclusive salary package)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years' relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption Strategy and anti-corruption and fraud-prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct.

**DUTIES** : Manage the financial revenue, expenditure management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognizance

is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management-Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management-Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting-To provides financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports, Serve on transverse task teams as required. Procurement and asset management for the Sub-Directorate. Planning and allocate work, Quality control of work delivered by employees. Functional technical advice and guidance.

- ENQUIRIES** : Mr S Nkuna Tel No: 013-759 7317
- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Procom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
- FOR ATTENTION** : Mr MJ Nzima
- POST 07/35** : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: 080319/08**  
 CD: Corporate Communications  
 Dir: Communication Services
- SALARY** : R444 693 (level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma / Degree in Communication / Journalism or relevant. At least three (3) years supervisory working experience in communication. Newsroom work experience is an added advantage. Proficiency in at least three (3) official languages. Practical working experience in communication and media. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Problem solving, analysis, people, diversity management, client orientation and customer focused Good communication skills. Accountability and ethical conduct. Ability to work under pressure, travel nationally and meet deadlines. A commitment to government objectives, policies and programmes.
- DUTIES** : Develop and implement news content, communication plans and strategies. Develop and implement media plans, organise media briefings, media tours and ensure media coverage. Develop media products. Do research and develop content in aid of profiling the work of the Department. Establish and maintain stakeholder relations with the media. Media monitoring and rapid response. Manage weekly, monthly and quarterly reports.
- ENQUIRIES** : Mr. A. Tshona Tel No: 012 - 336 8632
- APPLICATIONS** : Pretoria, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms LI Mabole
- POST 07/36** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 080319/04**
- SALARY** : R422 139 per annum (OSD)

**CENTRE REQUIREMENTS** : IBOM, Central Operations (Standerton Area Office)  
: National Diploma in Electrical Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Valid driver's licence. (Attach certified copy). Compulsory registration with ECSA as Engineering Technicians. (Attach certified copy). Operation maintenance of Electrical equipment for small and large storage dams. Operation maintenance of Mechanical and Electrical equipment for pump station. Operation maintenance of Electrical equipment for water purification and sewerage treatment works. Proven skills in Management and Financial control. Good computer literacy skills. Knowledge of the application of the National Water Act of 1998. Knowledge of the application of the Occupation Health and Safety Act of 1993. Knowledge of dam safety regulations and requirements. Candidate must have experience in Electrical maintenance of equipment for pump stations small and large dams. Project Management experience in capital project and refurbishment electrical maintenance of equipment for pump stations small and large dams. Experience in flood management at dams with crest gates. Knowledge in EPP (Emergency preparedness plan). Compiling and Managing tender document and evaluating. Managing maintenance and rehabilitation contract. Preventive maintenance mechanical electrical equipment for pump station and dams.

**DUTIES** : Engineering and Maintenance on the following critical equipment's; motors, transformer and switchgear. Manage technical services and support in conjunction with Engineers and Technologist associates in field water supply schemes (Area Office) for preventive maintenance. Maintenance and rehabilitation work (capital project and maintenance work). Water supply; Abstraction control maintenance on infrastructure, Dam safety monitoring' and all water related matters in terms of the National Water Act and administrative functions for the proper functioning of the Schemes. He/she will also be responsible for compilation of MTEF budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure. Ensure compliance with the Occupational Health and Safety Act. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and providing technical specification as require for tender documents. Compiling tender documents, evaluating tender documents, Project management capital projects and managing maintenance contract with co-ordination with Area office and Head office Engineers. Monitoring water transfer and dam levels. Co-ordinate flood management with emergency preparedness plan (EPP). Supervising technical support services staff. Mentoring candidate technicians. Provide input budget process and manage finances. Monitoring three monthly dam safety inspection. Doing annual dam safety inspection for Area Office as per dam safety regulation. Co-ordinating five yearly dam safety inspection with Head Office Engineers. Ensure the promotion of safety in line with occupational Health and Safety Act 1993 to implement and monitor. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**ENQUIRIES APPLICATIONS** : Mr. JP Manyaka Tel No: 017 7129400  
: Please forward your applications quoting the relevant reference number: Department of Water and Sanitation, NWRI Usutu Vaal Area Office, Private Bag X2021, Standerton, 2430 or hand-deliver Office number 1, Grootdraai Dam, Admin Building, Standerton 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/37** : **CHIEF ARTISAN GRADE A (MECHANICAL) REF NO: 080319/05**

**SALARY CENTRE REQUIREMENTS** : R365 646 per annum (OSD)  
: IBMO Central Operations: Standerton Area Office  
: Appropriate Trade Test Certificate in Mechanical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's license. (Attach certified copy). Technical report writing skills. Good communication and computer literacy skills. (Word, Excel, Outlook). Able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision.

**DUTIES** : Manage the Mechanical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Manufacture items from own planning and from design drawings source. Liaise and quotations from suppliers and ensure product compliance to specifications and standards accept appointment as a section 2(1), responsible person for mechanical equipment. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**NOTE** : Be prepared to travel to remote areas and work overnight away from home on regular basis. Standby and occasional overtime work, including weekends and public holidays. Candidates may be subjected to skills and Knowledge test.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 7129400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number: The Area Manager, Department of Water and Sanitation, Private Bag X2021, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/38** : **CHIEF ARTISAN GRADE A (ELECTRICAL WORKSHOP: HEAVY CURRENT)**  
**REF NO: 080319/06 (X1 POST)**

**SALARY** : R365 646 per annum (OSD)

**CENTRE** : IBMO Central Operations: Standerton Area Office

**REQUIREMENTS** : Appropriate Trade Test Certificate in Electrical engineering (Heavy Current). Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's license. (Attach certified copy). Technical report writing skills. Good communication and computer literacy (Word, Excel, Outlook). Able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Full knowledge and understanding of seven (7) maintenance strategies.

**DUTIES** : Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Maintenance of medium and heavy current equipment's (motors, switchgears, VDS's, Transformers, Relays, capacitors, cables etc.). Manufacture items from own planning and from design drawings source. Liaise and quotations from suppliers and ensure product compliance to specifications and standards accept appointment as a section 2(1). Responsible person for mechanical equipment, project management. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**NOTE** : Be prepared to travel to remote areas and work overnight away from home on regular basis. Standby and occasional overtime work, including weekends and public holidays. Candidates may be subjected to skills and Knowledge test.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 7129400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number: The Area Manager, Department of Water and Sanitation, Private Bag X2021, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/39** : **CHIEF ARTISAN GRADE A (ELECTRICAL WORKSHOP: LIGHT CURRENT)**  
**REF NO: 080319/07 (X1 POST)**

**SALARY** : R365 646 per annum, (OSD)

**CENTRE** : IBMO Central Operations: Standerton Area Office

**REQUIREMENTS** : Appropriate Trade Test Certificate in Electrical engineering (Light Current). Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's license. (Attach certified copy). Technical report writing skills. Good communication and computer literacy (Word, Excel, Outlook). Able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential.

Proven experience in staff supervision. Full knowledge and understanding of seven (7) maintenance strategies.

**DUTIES** : Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Maintenance of Light Current Electrical equipments; VSD's, PLC's, SCADA system, actuators, control system, rehabilitation monitoring system, and switch gear. Manufacture items from own planning and from design drawings source. Liaise and quotations from suppliers and ensure product compliance to specifications and standards accept appointment as a section 2(1). Responsible person for mechanical equipment, project management. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**NOTE** : Be prepared to travel to remote areas and work overnight away from home on regular basis. Standby and occasional overtime work, including weekends and public holidays. Candidates may be subjected to skills and Knowledge test.

**ENQUIRIES APPLICATIONS** : Mr. JP Manyaka Tel No: 017 7129400

**FOR ATTENTION** : Please forward your applications quoting the relevant reference number: The Area Manager, Department of Water and Sanitation, Private Bag X2021, 2430.  
Ms PN Myeni

**POST 07/40** : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION: REF NO: 080319/09**  
Branch: Operational Integration  
Sub-Directorate: Corporate Services

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
Mbombela  
National Diploma or Degree in Human Resources or equivalent qualification. Three (3) to five (5) year's management experience in recruitment and selection. Knowledge and understanding of Human Resource legislation, policies, practices and procedures. Knowledge of recruitment, selection, appointment and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Understanding of social and economic development issues. Understanding of water sector legislation. Financial management and knowledge of PFMA. Extensive knowledge of OSD. Programme and Project Management. Business strategy transaction and alignment. Problem solving and Analysis. People Diversity Management. Client orientation and Customer Focus. Good communication skills (verbal and written). Accountability and ethical conduct.

**DUTIES** : Co-ordinate the implementation of policies and presentation of information session. Render a human resource advisory service to the management on recruitment and selection by investigating, analyzing, bench marking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing developing, monitoring and reviewing recruitment and selection policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Development of norms and standards to facilitate implementation of recruitment and selection, policies, strategies procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Management of human resource which include, inter alia; training, mentoring and development, performance management and work allocation.

**ENQUIRIES APPLICATIONS** : Mr M.J Nzima Tel No: 013 759 7334  
The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

**FOR ATTENTION** : Mr MJ Nzima

**POST 07/41** : **REGULATORY INSPECTOR REF NO: 080319/10**  
Branch: Regulation

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Environmental Sciences, Natural Science or equivalent qualification. A minimum of three (3) years experience in integrated water resource management and compliance and enforcement. Knowledge of National Water Act, Water Services Act, National Environmental Management Act Knowledge of Criminal procedure Act, Promotion of Access to Information Act ( PAIA), Promotion of Administrative Justice Act (PAJA) and other relevant legislation. Good understanding of Public Service Act and regulations, Public Finance Management Act. Knowledge of project management. Computer literacy. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practices. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focused. Accountability and ethical conduct. Valid driver's license and willingness to travel extensively. Good communication skills (both written and verbal).

**DUTIES** : Conduct investigations, ensure compliance to the National Water Act and other related legislation. Evidence collection and willingness to testify in court, management of cases. Compilation of investigation reports and appropriate recommendations. Open criminal cases and support the process. Provide support to Regional offices and Water Management Institutions. Manage and maintain the database of all complaints and cases investigated. Participate in environmental crime forums. Plan and participate in joint operation with other governmental Departments. Support administrative enforcement and Civil actions. Liaise with Legal Services pertaining legal opinions, legal documents and case processing. Advice pertaining to case and investigation interpretation. Communicate with various stakeholders. Request as required additional evidence as appropriate to the case.

**ENQUIRIES** : Mr. P Shibambo Tel No: 012 336 6504  
**APPLICATIONS** : For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand Deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms LI Mabile

**POST 07/42** : **CHIEF WATER PLANT SUPERINTENDENT REF NO: 080319/11**

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Usutu Vaal G W S (Standerton)  
**REQUIREMENTS** : Grade 12 and Certificate in Water Plant Operations. Three (3) to five (5) years' supervisory experience in Water Plant Operations. Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. Understanding of Government legislation. Good communication skills (both verbal and written). Supervisory and organising skills. Knowledge of OHS act and PMDS. Computer Literacy (MS Word, Excel and Outlook) Good interpersonal skills. Knowledge of dam safety act. A valid driver's license. (Attach certified copy).Water and Waste Treatment certificate. Pump Station certificate will be an added advantage.

**DUTIES** : Management of different pump stations. Operate plant machinery and installations. Supply water according to the required quantities and standards. Check machinery and reports faults. Ensure the safety of water plant installation. Calculate water and electrical consumption. Inspect dam walls, canals, pipelines and reservoirs. Assist with cathodic protection of pipelines. Operate telemetry system. Perform standby and overtime duties when required. Recording of dam levels,

condensation, tank readings, rainfall readings and lightning counter. To be able to work independently, under supervision and under pressure. Must be able to travel irregular hours. Enforce the OHS Act in the workplace. Supervise staff members. Conflict management. Evaluate work performance of staff members and provide on-the-job training.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9409  
**APPLICATIONS** : Please forward your applications quoting the relevant reference number: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430.

**FOR ATTENTION** : Ms. P N Myeni

**POST 07/43** : **SENIOR SECURITY ADMINISTRATION OFFICER REF NO: 080319/12**

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Security Management. Three (2) to three (3) years Security related experience including security operations and supervisory role. Investigation background will be regarded as advantageous. Basic knowledge in water plant and in operating equipment related to water. Basic knowledge of organizational policies and procedures. PSIRA Grade "B or A" Certificate. (Attach certified copy). Members of SAPS/Defence or Correctional Service upon appointment is mandatory to be registered with PSIRA. State Security Agency (SSA), Security Managers Course recommended. Security competency is required. Computer literacy at intermediate level is required. Knowledge of Electronic Security systems. Knowledge of Public Service Regulations Act. Knowledge of Security related legislations and regulations. Knowledge of investigation methodology and asset protection operations. Knowledge of Control of Access to public premises and vehicle Act, 1985 (58 of 1985). Knowledge of National Key points Act, 1980 (102 of 1980), Firearms control Act, 2000 and the OHS Acts, 1993 (85 of 1993). This incumbent must be prepared to work independently, shifts and work over weekends and Public Holidays. A valid driver's license. (Attached certified copy).

**DUTIES** : Assist with the implementation of physical security in term of Minimum Physical Security Standard (MPSS), Private Security Industry Regulatory authority (PSIRA), Safety at Sports and Recreational Event Act (SAREA) and National Key Point Act (NKP) in the department. Assist with the implementation of policies, strategies plans and procedures within safety and security management. Operational efficiency and service delivery improvement, within safety and security management. Assist with conducting Physical Security Assessment/Investigation, Security Awareness and submit an analytic report and ensure standardization of measures in the department. Assist with the coordination of security during departmental events and assist in advising management in security aspect during procurement of accommodation.

**ENQUIRIES** : Mr. Mashaba J Tel No: 012 336 7675  
**APPLICATIONS** : Pretoria, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms LI Mabile

**POST 07/44** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A MECHANICAL REF NO: 080319/13**

**SALARY** : R293 652 per annum, (OSD)  
**CENTRE** : NWRI, Central Operations (Standerton Area Office)  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Valid driver's licence. (Attached certified copy). Compulsory registration with ECSA as a Engineering Technician. (Attach certified copy). Operation maintenance of Mechanical equipments for small and large storage dams. Operation maintenance of Mechanical equipments for pump station. Operation maintenance of Mechanical equipments for water purification and sewerage treatment works. Proven skills in Management and

Financial control. Knowledge of the application of the National Water Act of 1998. Knowledge of the application of the Occupation Health and Safety Act of 1993. Knowledge of dam safety regulations and requirements. Experience in Mechanical maintenance of equipments for pump stations small and large dams. Project Management experience in capital project and refurbishment mechanical and electrical maintenance of equipments for pump stations small and large dams. Experience in flood management at dams with crest gates. Knowledge in EPP (Emergency preparedness plan). Compiling and Managing tender document and evaluating. Managing maintenance and rehabilitation contract. Preventive maintenance mechanical electrical equipment for pump station and dams. Good technical report writing and verbal communications skills. Presentation and interpersonal relations skills. Be willing to travel regularly and be able to work independently.

**DUTIES**

: Manage technical services and support in conjunction with Engineers and Technologist associates in field water supply schemes (Area Office) for preventive maintenance, and rehabilitation work (capital project and maintenance work). water supply; abstraction control maintenance on infrastructure; dam safety monitoring' and all water related matters in terms of the National Water Act and administrative functions for the proper functioning of the Schemes. He/she will also be responsible for compilation of MTEF budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure, ensure compliance with the Occupational Health and Safety Act. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and providing technical specification as required for tender documents. Compiling tender documents and evaluate tender documents. Project management, capital projects and managing maintenance contract with co-ordination with Area office and Head office Engineers. Monitoring water transfer and dam levels. Co-ordinate flood management with emergency preparedness plan (EPP). Supervising technical support services staff. Mentoring candidate technicians. Provide input budget process and manage finances. Monitoring three monthly dam safety inspection. Doing annual dam safety inspection for Area Office as per dam safety regulation. Co-ordinating five yearly dam safety inspection with Head Office Engineers. Ensure the promotion of safety in line with occupational Health and Safety Act 1993 to implement and monitor.

**ENQUIRIES**

: Mr. JP Manyaka Tel No: 017 712 9400

**APPLICATIONS**

: Please forward your applications quoting the relevant reference number: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430.

**FOR ATTENTION NOTE**

: Ms P N Myeni  
: Candidates may be subjected to a skills and knowledge test.

**POST 07/45**

: **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A ELECTRICAL REF NO: 080319/14**

**SALARY**

: R293 652 per annum (OSD)

**CENTRE**

: NWRI, Central Operations (Standerton Area Office)

**REQUIREMENTS**

: National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Valid driver's license. (Attached certified copy). Compulsory registration with ECSA as an Engineering Technician (Attach certified copy). Operation maintenance of Electrical equipments for small and large storage dams. Operation maintenance of Electrical equipments for pump station. Operation maintenance of Mechanical equipments for water purification and sewerage treatment works. Proven skills in Management and Financial control. Knowledge of the application of the National Water Act of 1998. Knowledge of the application of the Occupation Health and Safety Act of 1993. Knowledge of dam safety regulations and requirements. Experience in Electrical maintenance of equipments for pump stations small and large dams. Project Management experience in capital project and refurbishment mechanical and electrical maintenance of equipments for pump stations small and large dams. Experience in flood management at dams with crest gates. Knowledge in EPP (Emergency preparedness plan). Compiling and Managing tender document and evaluating. Managing maintenance and rehabilitation contract. Preventive maintenance



mechanical electrical equipment for pump station and dams. Good technical report writing and verbal communications skills. Presentation and interpersonal relations skills. Be willing to travel regularly and be able to work independently.

**DUTIES** : Manage technical services and support in conjunction with Engineers and Technologist associates in field water supply schemes (Area Office) for preventive maintenance, and rehabilitation work (capital project and maintenance work), water supply; abstraction control maintenance on infrastructure; dam safety monitoring' and all water related matters in terms of the National Water Act and administrative functions for the proper functioning of the Schemes. He/she will also be responsible for compilation of MTEF budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure, ensure compliance with the Occupational Health and Safety Act. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and providing technical specification as required for tender documents. Compiling tender documents and evaluate tender documents. Project management, capital projects and managing maintenance contract with co-ordination with Area office and Head office Engineers. Monitoring water transfer and dam levels. Co-ordinate flood management with emergency preparedness plan (EPP). Supervising technical support services staff. Mentoring candidate technicians. Provide input budget process and manage finances. Monitoring three monthly dam safety inspection. Doing annual dam safety inspection for Area Office as per dam safety regulation. Co-ordinating five yearly dam safety inspection with Head Office Engineers. Ensure the promotion of safety in line with occupational Health and Safety Act 1993 to implement and monitor.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430.

**FOR ATTENTION** : Ms P N Myeni

**NOTE** : Candidates may be subjected to a skills and knowledge test.

**POST 07/46** : **ARTISAN FOREMAN GRADE A (CARPENTER) REF NO: 080319/15**

**SALARY** : R286 500 per annum (OSD)

**CENTRE** : IBOM Central Operations Usutu-Vaal G.W.S (Standerton)

**REQUIREMENTS** : Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. (Carpenter). Valid driver's license. (Attach certified copy). Knowledge and understanding of OHS Act and PMDS. Good writing and communication skills. Supervisory and organizing skills. Interpersonal relations skills. Computer literacy (MS Word, Excel, and Outlook). Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Working with electrical woodwork machinery, single and 3 phase.

**DUTIES** : The incumbent will be responsible for maintenance of official houses, outside stations and offices. Making of cabinet, shuttering for concrete works and manufacture containers for storage of tools and spare parts. Ability to work overtime. Ability to work under supervision, independently and under pressure. Personnel Management. Ensure there is compliance with Occupational Health and Safety Act.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/47** : **ARTISAN FOREMAN GRADE A (ELECTRICAL) REF NO: 080319/16**

**SALARY** : R286 500 per annum (OSD)

**CENTRE** : IBOM Central Operations Usutu-Vaal G.W.S (Standerton)

**REQUIREMENTS** : Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan (Electrical field). A valid driver's license. (Attach certified copy). Supervisory, planning and organising skills. Technical report writing skills. Conflict management. Knowledge of OHS Act and PMDS. Good computer literacy skills.

		Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary.
<b><u>DUTIES</u></b>	:	Maintenance of Electrical equipment or Machinery Inspection for catholic protection. Maintenance of official houses, outside stations and offices. Installation of new electrical instruments telemetry, Pump station Motors and Electrical fault findings. Able to work with low and medium voltage. Able to work overtime and stand-by. Ability to work under supervision, independently and under pressure. Personnel Management. Ensure compliance with Occupational Health and Safety Act.
<b><u>ENQUIRIES</u></b>	:	Mr. JP Manyaka Tel No: 017 712 9400
<b><u>APPLICATIONS</u></b>	:	Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430.
<b><u>FOR ATTENTION</u></b>	:	Ms P.N Myeni
<b><u>NOTE</u></b>	:	Candidates may be required to complete a practical and theoretical test.
<b><u>POST 07/48</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A (MECHANICAL WORKSHOP) REF NO: 080319/17</u></b>
<b><u>SALARY</u></b>	:	R286 500 per annum (OSD)
<b><u>CENTRE</u></b>	:	IBOM Central Operations Usutu – Vaal GWS (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate, Five (5) years post qualification experience as an Artisan (Mechanical field).A valid driver’s license. (Attach certified copy). Supervisory, planning and organising skills. Technical report writing skills. Conflict management. Knowledge of OHS Act and PMDS Computer Literacy skills. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test.
<b><u>DUTIES</u></b>	:	Fault finding and trouble shooting on diesel engines, pumps, and pipe system/pipelines, gearboxes, drives, Haudraulics and Pneumatic. Fault finding on valves. Comply with the OHS Act. Personnel supervision. Render technical support Mechanically.
<b><u>ENQUIRIES</u></b>	:	Mr. B Swanepoel Tel No: 017 712 – 9444.
<b><u>APPLICATIONS</u></b>	:	Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 2021, Standerton 2430 or hand deliver at Grootdraai Dam, Admin Building, Standerton, and Room 1.
<b><u>FOR ATTENTION</u></b>	:	Ms PN Myeni
<b><u>POST 07/49</u></b>	:	<b><u>SAFETY OFFICER REF NO: 080319/18</u></b>
<b><u>SALARY</u></b>	:	R242 475 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Usutu Vaal GWS, (Standerton)
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Occupational Health and Safety. One (1) to three (3) years experience in Occupational Health and Safety. Knowledge of and completed course in SHE related legislation. Understanding of Government legislation. SAMTRAC certificate will serve as an added advantage. A valid driver’s license (Attach certified copy). Strategic and operational plan in occupational health and safety management. Policy implementation. Monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in Public administration. Knowledge of the writing process reviewing and proofreading. Computer literacy skills. Leadership, communication skills (both written and verbal).Strong relationship building ability, analytical thinking, self-confidence. Ability to function independently and within a team.
<b><u>DUTIES</u></b>	:	Attend OHS meeting. Obtain minutes of safety meeting where required. Monitor compliance with issuing of PPE. Assist supervisors in maintaining safety record files. Perform OHS induction on contractors, visitors and employees. Give support and willing to assist during emergency situation/incidents. Implement OHS system. Facilitate training to all employees, managers and contractors in the office regarding health and safety, conduct risk assessment for the operations of the office, execute internal safety audits and inspections. Enhance safety awareness.

Ensure implementation of the OHS policies. Report on all internal accidents and related incidents. Recommend any changes that may be necessary to ensure that the office complies with the health and safety regulations. Assess and provide on-job training to subordinates.

**ENQUIRIES APPLICATIONS** : Ms. O Mlokoti Tel No: 017 712 9400

**FOR ATTENTION** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Standerton, 2430 or hand delivered at Grootdraai Dam, Standerton, Admin Offices, Standerton.

**POST 07/50** : **VETTING ADMINISTRATOR/VETTING FIELDWORKER REF NO: 080319/19**

**SALARY CENTRE REQUIREMENTS** : R242 475 per annum, (Level 07)  
: Pretoria  
: National Diploma or Bachelor degree in Security Management/ Administration. Vetting Investigation Course (SSA) is recommended. Entry level position, recommended to have two (2) to three (3) years administrative experience. A valid driver's licence. (Attach certified copy). Must obtain Top secret Security Clearance within a year of appointment. Vetting/ Security experience in public sector is recommended. Knowledge of relevant legislation, policies, prescripts and procedures. Computer literacy at intermediate level. Planning and organising skills. Teamwork and good communication skills both (written, verbal skills and listening skills), language proficiency. Assertiveness and integrity. High ethical conduct. Self management and motivational skills.

**DUTIES** : Administration of the filling system for all screening and vetting documents within the department. Render administrative support. Provide support to the Sub-Directorate and other staff regarding vetting operational meetings. Conduct vetting field work. Investigation within the Department. Liaise regularly with SSA on vetting matters particularly in relation to administrative systems, processes and compilation of statistics.

**ENQUIRIES APPLICATIONS** : Ms. Ndzoziya NE Tel No: 012 336 7101  
: Pretoria, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms LI Mabile

**POST 07/51** : **SENIOR WATER PLANT SUPERINTENDENT X16 POSTS (BOSCHKOP X7, TUGELA X1, KOMATI X3, RIETFONTEIN X2, GROOTDRAAI PUMP STATION X3) REF NO: 080319/20**

**SALARY CENTRE REQUIREMENTS** : R196 407 per annum, (Level 06)  
: IBOM Central Operations Usutu Vaal: Standerton  
: Grade 12 and Certificate in Water Plant treatment. Three (3) to six (6) years production level experience. Experience in shift work. A valid driver's license. (Attached certified copy). Good communication skills (verbal and written). Computer literate. Knowledge of dam safety legislation, OHS Act and its implementation. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood control. Water and Waste Treatment and Pump Station certificate will be an added advantage.

**DUTIES** : Operate plant machinery and installations. Check machinery and report faults. Recovery of logbooks. Inspect pipe lines, perform stand-by and overtime duties. Carry out to OHS and safety regulations. Record dam levels, rainfall readings, lightning counter, and condensation tank and supervise staff.

**ENQUIRIES APPLICATIONS** : Mr. DJ Mbokazi, Tel No: 017 712 9400  
: Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation Private Bag X 2021, Standerton, 2430.

**FOR ATTENTION** : Ms P. Myeni

**POST 07/52** : **SENIOR WATER CONTROL OFFICER REF NO: 080319/21**

**SALARY** : R196 407 per annum (Level 06)  
**CENTRE** : NWRI: Central Operations, Standerton Office  
**REQUIREMENTS** : Grade 12 certificate. Mathematical literacy as added advantage. Internal water control courses will be added as an advantage. One (1) to three (3) years in water control related functions. A valid driver's license. (Attach certified copy). Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy Implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in supporting water utilisation and water resources strategy. Knowledge of floods controlling. Understating of Government legislation.

**DUTIES** : Will be responsible for using GPS, maps and satellite images. Identify and investigate possible unlawful water works in their areas. Monitor and control water abstraction in the area. Undertake inspection of dams in accordance with dam safety legislation. Assist with water registration and issuing of water licenses. Travel extensively in the execution of their duties. Support water utilization and water resource strategy. Conflict resolutions. Assist in catchment area management and monitor water use in the area. Interact with water users and farmers in their respective areas. Assist in various water related tasks in the Water Control Division office at Usutu Vaal.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400  
**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/53** : **ARTISAN PRODUCTION A-C (PLUMBERS) REF NO: 080319/22 (X3 POSTS)**

**SALARY** : R179 523 per annum (OSD)  
**CENTRE** : IBMO: Central Operations, Standerton Area Office  
**REQUIREMENTS** : Appropriate Trade Test Certificate. A valid driver's licence. (Attach certified copy). Must be able to interpret structure and building drawings. Computer literacy. Experience and knowledge in technical analysis. Report writing skills. Problem solving and analysis, decision making, self-management, customer focus and responsiveness skills. Planning and organising. Knowledge and experience in Occupational Health and Safety. (OHS).

**DUTIES** : Erect shuttering, concrete work, steel-reinforcing (binding, spacing and placing). Erect and maintain buildings, laying pipes, maintenance, construction and repairs to concrete structure like canals. Must be able to train and supervise subordinates. Interpret structure drawings with the set out structure. Working out of quantities and build structure According to the set out of structure, Working out of quantities and build structure according to drawing specifications. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance. Able to work extended hours in emergencies and over weekends.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 – 9400  
**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Usutu Vaal GWS, Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430, Standerton, 2430 or hand deliver to Office Number 1, Admin Building, Grootdraai Dam, Standerton.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/54** : **ARTISAN PRODUCTION A-C (CARPENTER) REF NO: 080319/23 (X2 POSTS)**

**SALARY** : R179 523 per annum, (OSD)  
**CENTRE** : IBMO: Central Operations, Standerton Area Office  
**REQUIREMENTS** : Appropriate Trade Test Certificate. A valid driver's licence. (Attach certified copy). Must be able to interpret structure and building drawings. Computer literacy. Experience and knowledge in technical analysis. Report writing skills. Problem solving and analysis, decision making, self-management, customer focus and

responsiveness skills. Planning and organising. Knowledge and experience in Occupational Health and Safety. (OHS).

**DUTIES** : The incumbent will be responsible for maintenance of official houses, outside stations and offices. Making of cabinets. Shuttering for concrete works and manufacture containers for storage of tools and spare parts. Ability to work overtime. Ability to work under supervision, independently and under pressure. Personnel Management. Ensure there is compliance with Occupational Health and Safety Act (OHS). Training needs and assist with training facilitation process. Manage and evaluate staff performance. Able to work extended hours in emergencies and over weekends.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Usutu Vaal GWS, Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430, Standerton, 2430 or hand deliver to Office Number 1, Admin Building, Grootdraai Dam, Standerton.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/55** : **ARTISAN PRODUCTION (GRADE A –C): ELECTRICAL REF NO: 080319/24 (X3 POSTS)**

**SALARY** : R179 523 per annum (OSD)

**CENTRE** : IBMO Central Operations - Usutu Vaal: Standerton Area Office

**REQUIREMENTS** : Appropriate Trade Test Certificate. A valid driver's license. (Attach certified copy). Ability to work in a team. Knowledge in production process. Technical report writing skills. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. Good communication skills. Ability to work long hours. Perform standby duties and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel.

**DUTIES** : Maintenance of electrical installations in various dams, reservoirs, departmental houses pump stations, machinery, dam walls and pipelines. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submit technical reports. Keep and maintain job records/ register, supervise and mentor staff.

**ENQUIRIES** : Mr JP Manyaka Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Usutu Vaal GWS, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Office number 1, Admin Building, Grootdraai Dam, Standerton.

**FOR ATTENTION** : Ms PN Myeni

**NOTE** : Candidates may be required to complete a practical and theoretical test.

**POST 07/56** : **ARTISAN PRODUCTION (GRADE A –C) (ELECTRICAL) REF NO: 080319/25 (X2 POSTS)**

**SALARY** : R179 523 per annum (OSD)

**CENTRE** : IBMO Central Operations - Usutu Vaal: Standerton Area Office

**REQUIREMENTS** : Appropriate Trade Test Certificate. A valid driver's license (Attach certified copy). Ability to work in a team. Knowledge in production process. Technical report writing skills. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. Good communication skills. Ability to work long hours. Perform standby duties and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel.

**DUTIES** : Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, dam walls and pipelines. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence

to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required, individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400.  
**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Usutu Vaal GWS, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Office number 1, Admin Building, Grootdraai Dam, and Standerton.  
**FOR ATTENTION** : Ms PN Myeni  
**NOTE** : Candidates may be required to complete a practical and theoretical test.

**POST 07/57** : **ARTISAN PRODUCTION (GRADE A –C): MECHANICAL REF NO: 080319/26 (X5 POSTS)**

**SALARY** : R179 523 per annum (OSD)  
**CENTRE** : IBMO Central Operations - Usutu Vaal: Standerton Area Office  
**REQUIREMENTS** : Appropriate Trade Test Certificate. A valid driver's licence. (Attach certified copy). Ability to work in a team. Knowledge in production process. Technical report writing skills. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. Good communication skills. Ability to work long hours. Perform standby duties and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel.

**DUTIES** : General mechanical maintenance on pumps, valves, pipes bearings, mechanical SCADA. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400.  
**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Usutu Vaal GWS, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Office number 1, Admin Building, Grootdraai Dam, Standerton.

**FOR ATTENTION** : Ms PN Myeni  
**NOTE** : Candidates may be required to complete a practical and theoretical test.

**POST 07/58** : **ARTISAN PRODUCTION (GRADE A –C): WELDING REF NO: 080319/27**

**SALARY** : R179 523 per annum, (OSD)  
**CENTRE** : IBMO Central Operations - Usutu Vaal: Standerton Area Office  
**REQUIREMENTS** : Trade Test Certificate. A valid driver's licence. (Attach certified copy). Ability to work in a team. Knowledge in production process. Technical report writing skills. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. Good communication skills. Ability to work long hours. Perform standby duties and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel.

**DUTIES** : General mechanical maintenance on pumps, welding, brazing use of cutting torch, grinding and CO2, inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400.  
**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Usutu Vaal GWS, Department of Water and Sanitation, Private Bag

X2021, Standerton, 2430 or hand deliver to Office number 1, Admin Building, Grootdraai Dam, Standerton.

**FOR ATTENTION NOTE** : Ms PN Myeni  
: Candidates may be required to complete a practical and theoretical test.

**POST 07/59** : **ARTISAN PRODUCTION (GRADE A –C): BOILER MAKER REF NO: 080319/28**

**SALARY CENTRE REQUIREMENTS** : R179 523 per annum (OSD)  
: IBOM Central Operations - Usutu Vaal: Standerton Area Office  
: Trade Test Certificate. A valid driver's licence. (Attach certified copy). Ability to work in a team. Knowledge in production process. Technical report writing skills. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. Good communication skills. Ability to work long hours. Perform standby duties and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel.

**DUTIES** : General mechanical maintenance on pumps, cutting of plates and material, tag welding, mechanical drawing and use of tool, building of tanks, drums and structures. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff.

**ENQUIRIES APPLICATIONS** : Mr. JP Manyaka Tel No: 017 712 9400.  
: Please forward your applications quoting the relevant reference number to: The Area Manager: Usutu Vaal GWS, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Office number 1, Admin Building, Grootdraai Dam, Standerton.

**FOR ATTENTION NOTE** : Ms PN Myeni  
: Candidates may be required to complete a practical and theoretical test.

**POST 07/60** : **SENIOR SECURITY OFFICER II REF NO: 080319/29 (X5 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)  
: IBOM Central Operations Usutu Vaal GWS (Rietfontein X2 Posts, Grootfontein Pump Station X3 Posts)  
: Minimum - Grade 12 certificate. One (1) to two (2) years experience in the security industry, preferably in National Key Point (NKP) environment. Valid driver's license code 8. (Attached certified copy). Grade CPSIRA registered and National Key Point Certificate. (NKP) (Attached certified copy). Interpersonal relationship, problem solving and analysis skills. Knowledge of relevant legislation and security Code of conduct. Good listening skills.

**DUTIES** : Guarding and patrolling of the National Key Point, (NKP). Monitoring of Surveillance system and access. Control handling and use of fire-arms. Participate in emergency exercise. Use of Biomarix systems. Investigating crime related incidents. Use of maxi track patrol system. Escort and administer duties.

**ENQUIRIES APPLICATIONS** : Mr. JC Smit Tel No: 017 712 9407  
: Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation. Private Bag X 2021, Standerton, 2430 or hand delivered at Grootdraai Dam, Standerton, Admin Offices, Standerton.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/61** : **SENIOR SECURITY OFFICER REF NO: 080319/30**

**SALARY CENTRE REQUIREMENTS** : R163 563 per annum, (Level 05)  
: IBOM Central Operations Central Operations, Usutu Vaal  
: Minimum - Grade 12 certificate. One (1) to two (2) years experience in the security industry, preferably in National Key Point (NKP) environment. Valid driver's license code 8. (Attached certified copy). Grade CPSIRA registered and National Key Point Certificate. (NKP) (Attached certified copy). SAPS Firearm issued competency

certificate. (Attached certified copy). (Rifle, Shotgun and Pistol). Knowledge of the access control procedures. Knowledge of security measures and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MISS, NSA, PAIA, MPSS and the authority of security officers under these documents. Experience and knowledge on the OHS procedures. Ability to work under pressure and long hours. Report writing, Investigations and riot control skills. Effective communication skills. First aid and fire prevention competencies. Good searching and evacuation skills.

**DUTIES** : Guarding and patrolling of the National Key Point. Monitoring of Surveillance System and access control. Handling and use of fire-arms. Participations in emergency exercises. Use of Matrix-track patrol systems. Investigation of crime related incidents. Use of matrix-track patrol system. Escort and administration duties.

**ENQUIRIES** : Mr. JC Smit, Tel No: 017 712 9400  
**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/62** : **PROVISIONING ADMIN CLERK REF NO: 080319/31**

**SALARY** : R163 563 per annum, (Level 05)  
**CENTRE** : King William's Town  
**REQUIREMENTS** : A Grade 12 certificate or equivalent. One (1) to two (2) years experience in general office administration will be an added advantage. Computer literacy is essential. (Sound knowledge of MS office (Ms Word, Ms Excel, Power point and Internet Explorer & provide proof thereof). Good verbal and written communication skills. Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Knowledge of handling telephone calls including handling reception and manage incoming and outgoing mail.

**DUTIES** : Typing office correspondence. Rendering administration support within the section i.e. opening and filing of new files. Doing invoice reconciliations. Preparation and management of telephone account. Management of various departmental contracts and accounts. Manage the mail register. Receiving of documents and disseminate them to the relevant people. Operating the switch board by answering incoming and handling outgoing calls. Ensuring that stakeholders are referred correctly. Manage meetings / workshops arrangement, venues, accommodations, bookings. Provide Supply Chain Management support services within the unit.

**ENQUIRIES** : Ms NG Ndaki, Tel No: 043 604 5510  
**APPLICATIONS** : Eastern Cape: Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600.

**FOR ATTENTION** : Ms T Solwandle @ 043 604 5476

**POST 07/63** : **TRADESMAN AID (CIVIL WORKSHOP) REF NO: 080319/32 (X4 POSTS)**

**SALARY** : R115 437 per annum, (Level 03)  
**CENTRE** : IBOM Central Operations Central Operation, Standerton  
**REQUIREMENTS** : ABET Certificate (Ability to read and write). One (1) to two (2) years' experience in general maintenance and repairs. A valid driver's license. (Attach certified copy). Ability to work under supervision and in a team. The following will serve as advantage: Knowledge and experience of working in a civil workshop environment. The ability to do routine tasks, which require using variety of equipment, tools and machinery, Knowledge of the basic safety procedures of the OHS Act.

**DUTIES** : Cleaning of workshops and tools. Cutting of grass and removal of refuse. Assistance to Artisans. General maintenance and repairs. Loading and offloading of equipment and material.

**ENQUIRIES** : Mr. P Phasha Tel No: 017 7129426



**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand delivered office number 1 Grootdraai Dam, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/64** : **TRADESMAN AID (MECHANICAL WORKSHOP) REF NO: 080319/33 (X3 POSTS)**

**SALARY** : R115 437 per annum, (Level 03)

**CENTRE** : IBOM Central Operations Usutu-Vaal GWS (Standerton)

**REQUIREMENTS** : ABET Certificate (Ability to read and write). One (1) to two (2) years' experience in using Mechanical tools. A valid driver's license. (Attach certified copy). Working in a team and do manual work. Good housekeeping. Knowledge of OHS Act and implementation thereof. Punctuality and respect of working place.

**DUTIES** : Assist Artisans in executing of their duties. Willingness to perform other related duties. Adhere to OHS Act. Must be willing to travel and work irregular hours.

**ENQUIRIES** : Mr. B Swanepoel, Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation. Private Bag X2021, Standerton, 2430 or hand delivered in office number 1 Grootdraai dam, Admin Building, Standerton, 2430.

**FOR ATTENTION** : Ms. PN Myeni

**POST 07/65** : **TRADESMAN AID (ELECTRICAL WORKSHOP) REF NO: 080319/34 (X2 POSTS)**

**SALARY** : R115 437 per annum (Level 03)

**CENTRE** : IBOM Central Operations Usutu-Vaal GWS (Standerton)

**REQUIREMENTS** : ABET Certificate (Ability to read and write). One (1) to two (2) years' experience using Electrical tools. Work in a team and do manual work. Good housekeeping. Knowledge of OHS Act and implementation thereof. Punctuality and respect of working place.

**DUTIES** : Assist Artisans in executing of their duties. Willingness to perform other related duties. Adhere to OHS Act. Must be willing to travel and work irregular hours.

**ENQUIRIES** : Mr. V Arms, Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand delivered in office number 1 Grootdraai dam, Admin Building, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/66** : **DRIVER (LMW) REF NO: 080319/35**

**SALARY** : R115 437 per annum, (Level 03)

**CENTRE** : IBOM Central Operations Usutu-Vaal GWS (Standerton)

**REQUIREMENTS** : Grade 10. One (1) to three (3) years experience in driving / messenger services. A valid Code 10 (C1) driver's license with PDP. (Attach certified copy). Good written and verbal communications skills. Ability to work independently in a team, under supervision and under pressure. Willingness to work travel and work irregular hours. Knowledge of OHS Act.

**DUTIES** : Transport equipment and officials between Area Offices. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Transport school children to and from school, Collect and deliver post and parcel on daily basis. Drive and keep vehicles in good condition.

**ENQUIRIES** : Ms. PN Myeni Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430 or hand deliver at Grootdraai Dam, Admin Building, and Room 1.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/67** : **CLEANER (ELECTRICAL) REF NO: 080319/36**

**SALARY** : R96 549 per annum, (Level 02)

**CENTRE** : IBOM Central Operations Central Operations, Usutu Vaal

**REQUIREMENTS** : ABET. One (1) to two (2) years' experience in cleaning will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Understanding of Water Sector legislation financial management. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly.

**DUTIES** : Cleans above the floor surfaces according to surface type and best cleaning practice. Cleans hard and resilient floors according to the surface type and best cleaning practice. Cleans textile surfaces according to the surface type and best cleaning practice. Cleans ablution facilities toilets, urinals, baths, showers and basins, fixtures and fittings according to surface type and best cleaning practice. Cleans kitchens, kitchen items and surface systematically in accordance with the surface type, cleaning specification, worksite procedures and basic cleaning principles. Cleans building surrounds systematically in accordance with the area, surface type, cleaning specification, worksite procedures and basic cleaning principles.

**ENQUIRIES** : Mr. V Arms, Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/68** : **CLEANER REF NO: 080319/37 (X2 POSTS)**

**SALARY** : R96 549 per annum (Level 02)

**CENTRE** : IBOM Central Operations Usutu Vaal GWS: Standerton: (Boschkop and Komati Pump Station)

**REQUIREMENTS** : ABET. Ability to operate and clean equipment. Ability to work in a team and maintain good interpersonal relationship. Good communication skills.

**DUTIES** : Clean and create an orderly working environment. Operating cleaning machines. Ensure that the boardroom, offices, kitchen is clean and tidy. Prepare tea and other refreshments. Wash dishes and cleaning the toilets. Empty waste, provide and change waste bags. Load and offload of goods. Assist with other duties as and when requested.

**ENQUIRIES** : Mr DJ Mbokazi Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager Department of Water and Sanitation, Private Bag X2021, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/69** : **GENERAL WORKER REF NO: 080319/38 (X11 POSTS)**

**SALARY** : R96 549 per annum, (Level 2)

**CENTRE** : IBOM Central Operations, Usutu Vaal (Grootfontein X1 Post, Rietfontein X2 Posts, Komati Pump Station X8 Posts)

**REQUIREMENTS** : ABET. One (1) to two (2) years' experience in the relevant field will be an added advantage. Knowledge of using chain blocks overhead cranes. Ability to work under pressure, supervision, independently and in a team. Good verbal and written skills.

**DUTIES** : Load and offload of equipment. Fencing, weed control. Garden maintenance. Painting, spraying with round up. Cleaning of dam premises and canal housekeeping at the pump station. Unblock drains. Adhere to all OHS Act. Extinguish veld fires, digging trenches, hoe around valve chambers on pipelines. Assist with other duties as and when requested.

**ENQUIRIES** : Mr. DJ Mbokazi Tel No: 017 712 9429

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Usutu Vaal GWS, Department of Water and Sanitation, Private Bag x 2021, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni.

**POST 07/70** : **GROUNDSMAN REF NO: 080319/39 (X4 POSTS)**

**SALARY** : R96 549 per annum (Level 02)

**CENTRE** : IBOM Central Operations Usutu Vaal: (Standerton, Komati, Boschkop and Grootdraai Pump Station)

**REQUIREMENTS** : ABET. One (1) year experience in Gardening. Knowledge of using mobile machines. Ability to work under supervision independently and in a team. Ability to communicate.

**DUTIES** : Fencing, weed control, Garden maintenance, cleaning of dams' premises and canal housekeeping at the pump station. Loading and off. Loading of equipment's. Unblock drains. Adhere to all OHS Act. Operate lawn mower/ Tractor, Prune trees, cut grass and water plants. Digging trenches.

**ENQUIRIES** : Mr DJ Mbokazi Tel No: 017 712 9400

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation. Private Bag X2021, Standerton, 2430 or hand delivered in office number 1 Grootdraai Dam, Admin Building, Standerton, 2430.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/71** : **WATER PLANT OPERATORS REF NO: 080319/40 (X3 POSTS)**

**SALARY** : R96 549 per annum, (Level 02)

**CENTRE** : IBOM Central Operations Usutu-Vaal: Standerton

**REQUIREMENTS** : Grade 12 certificate or equivalent. One (1) year experience in water related experience functions. Basic knowledge in water plant and in operating equipments related to water. Basic knowledge of organizational policies and procedures. Knowledge of process flow. Basic knowledge in technical services. A valid driver's license. (Attached certified copy). Knowledge of using chain blocks overhead cranes. Ability to work under pressure, supervision, independently and in a team. Good verbal and written communication skills.

**DUTIES** : Load and offload of equipment. Fencing, weed control, pipeline maintenance. Painting, spraying with round up. Cleaning of dam premises and canal housekeeping at the pump station. Unblock drains. Adhere to all OHS Acts. Extinguish veld fires, digging trenches. Clean manholes. Hoe around valve chambers on pipelines. Assist with other duties as well and when requested. Required to work irregular hours.

**ENQUIRIES** : Mr. JP Manyaka Tel No: 017 712 9400.

**APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation. Private Bag X 2021, Standerton, 2430 or hand delivered at Grootdraai Dam, Standerton, Admin Offices, Standerton.

**FOR ATTENTION** : Ms PN Myeni

**POST 07/72** : **WATER PLANT OPERATORS REF NO: 080319/41 (X2 POSTS)**

**SALARY** : R96 549 (Level 02)

**CENTRE** : NWRI: Central Operations, Vanderkloof Dam

**REQUIREMENTS** : Grade 12 certificate or equivalent. One (1) year experience in water related experience functions. Basic knowledge in water plant and in operating equipments related to water. Basic knowledge of organizational policies and procedures. Knowledge of process flow. Basic knowledge in technical services. This incumbent must be prepared to work independently, shifts and work over weekends and Public Holidays. A valid driver's license. (Attached certified copy). Knowledge of maintenance and operation of pumps and other mechanical equipment associated with Pump station plants. Good written and verbal communication skills. Successful candidate must be willing to undergo medical and hearing test.

**DUTIES** : Operate pumps in pump station. Pumps must be started and stopped based on water use demand and carefully monitored. Clean the pump station, pumps pipes and valves. Take water meter readings. Report any faults to supervisor. Provide support services to mechanical division in performing maintenance tasks at the

station and Dam wall. Adhere to all Occupational Health and Safety regulations and use protective equipment appropriately.

**ENQUIRIES**

: Mr. Radebe LI, Tel No: 053 664 9400

**APPLICATIONS**

: Please forward your applications quoting the relevant reference number to: The Acting Scheme Manager: Central Operations, NWRI-Branch, Department of Water and Sanitation, Private Bag x 01, Vanderkloof Dam, 8771.

**FOR ATTENTION**

: Mr. J Wilson

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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

- APPLICATIONS** : Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St Andrews Street, Bloemfontein.
- CLOSING DATE** : 11 March 2019
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

**OTHER POSTS**

- POST 07/73** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: PW19/13**  
Supply Chain Management Directorate
- SALARY** : A basic salary of R697 011 per annum
- CENTRE** : Head Office (Bloemfontein)
- REQUIREMENTS** : A relevant Tertiary qualification at NQF level 7. 3 years related financial/asset management experience at supervisory/management level. Valid driver's license. Knowledge of SCM and Treasury Regulations. Valid driver's license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making Team work. Analytic skills. Creativity. Self – Management. Customer focus and responsiveness.
- DUTIES** : Manage the Sub directorate: Physical Asset Management. Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical movable assets in the physical asset management of registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices. Manage the Sub-Directorate: Physical Asset Management. Maintenance of discipline and management of performance and development. Undertake Human Resource and other related administrative functions, Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress required. Develop, implement and maintain preprocesses ensure a proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management of the sub- directorate. Planning and allocate work. Quality control of the work delivered by employees. Provide functional

- technical advice and guidance. Perform the functions of department transport officer.
- ENQUIRIES** : Mr. K Radebe, Director: SCM Tel No: 051 492 3902
- POST 07/74** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION)**  
**REF NO: PWI19/14**  
Supply Chain Management Directorate
- SALARY** : A basic salary of R356 289 per annum  
**CENTRE** : Head Office (Bloemfontein)  
**REQUIREMENTS** : A relevant Tertiary qualification at NQF level 7. 3 years related supply chain experience at supervisory level. Valid driver's license. Knowledge of SCM and Treasury Regulations. Valid driver's license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making Team work. Analytic skills. Creativity. Self –Management. Customer focus and responsiveness.
- DUTIES** : To coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies. Coordinate (synergies), review and execute the bidding process. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile Bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standards efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Mr. K Radebe, Director: SCM Tel No: 051 492 3902
- POST 07/75** : **ARTISAN PRODUCTION GRADE A (X14 POSTS)**  
Directorate: Works Construction and Maintenance Regional Offices (Building & Plastering /Plumbing/ Carpentry /Painting/Welding/Electrical)
- SALARY** : A basic salary of R179 523 per annum (OSD)  
**CENTRE** : Thabo Mofutsanyane Ref No: PWI 19/15 (X5 Posts)  
Motheo/Xhariep Ref No: PWI 19/16 (X4 Posts)  
Lejweleputswa/Fezile Dabi Ref No: PWI 19/17 (X5 Posts)
- REQUIREMENTS** : A completed Apprenticeship and passed Trade Test in terms of the Provisions of Section 13(2) (h) of the Manpower Training Act of 1981, as amended or a Certificate issued under the Provision of the Repealed Section 27 of the same Act. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act).
- DUTIES** : Maintenance, including new work to build infrastructure works. Ensure that routine daily maintenance is carried out on all client departmental institutions. Perform day- on-day duties in terms of emergencies and normal maintenance as prescribed. Adhere to safety practice (OHS Act). Perform other essential services and maintenance oriented duties applicable to the post. Maintain good housekeeping in the workmanship. Ensure that the machinery is maintained in good condition. Maintain tools. Compile material quantities per project. Preparation and compilation of material lists. Report writing. Planning and organizing activities. Minor and new installations. Manage equipment, tools and machinery used.

**ENQUIRIES**

Conduct maintenance of all buildings. Perform construction work in all civil structures. Perform fabrication work in the workshops. Maintain good housekeeping in the workshops. Maintain good housekeeping in the workshops. Ensure Machinery in the workshop is maintained and in good condition. Manage equipment, tools and machinery used and evaluate subordinates.

: Mr. M Ndlebe, Chief Director: Works Construction and Maintenance Tel No: 051 492 3908

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

<b><u>POST 07/76</u></b>	:	<b><u>MEDICAL SPECIALIST PSYCHIATRY GRADE 1 (X1 POST)</u></b> Directorate: Health
<b><u>SALARY</u></b>	:	R1 051 368 – R1 115 874 (package)
<b><u>CENTRE</u></b>	:	Jubilee District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic Medical Degree (MChB or equivalent) and post graduate qualification that allows registration with HPCSA as a Specialist Psychiatrist. Registration with HPCSA as medical specialist and proof of current registration. Relevant working experience in field of psychiatry and mental health.
<b><u>DUTIES</u></b>	:	provide effective and efficient inpatient and outpatient mental health care. Provide medical health and support to patients in the wards. Provide outreach to facilities / services in the catchment area. Attendance of relevant administrative meetings like mortality meetings, completing medico legal documents timeously. Improve quality of care of by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Facilitates serious adverse incidents meetings in the unit. Provide supervision and teaching to staff. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management, MDT and occupational health and safety. Implement and monitor adherence to national core standard (norms and standards). Rendering of afterhours services including weekends. Participate in infrastructure improvement, sop and protocol development. Performing any delegated work as may be assigned from time to time. Must be willing to do commuted overtime.
<b><u>ENQUIRIES</u></b>	:	DR Modise Tel No: (012)717 9338
<b><u>APPLICATIONS</u></b>	:	Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
<b><u>NOTE</u></b>	:	Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	08 March 2019
<b><u>POST 07/77</u></b>	:	<b><u>MEDICAL OFFICER REF NO: BGH/2019/FEB/01 (X1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R780 612 - R840 942 per annum (all-inclusive package) Grade 2: R892 551 - R975 945 per annum (all-inclusive package) Grade 3: R1 035 831 - R1 295 025 per annum (all-inclusive package)
<b><u>CENTRE</u></b>	:	Bertha Gxowa Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. <b>Grade 1:</b> No experience. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near PSI and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. 81 Ensure that administration and record keeping is done in the department. Be willing



to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients. Be willing to work in all disciplines.

**ENQUIRIES** : Dr. Manning Tel No: (011) 278 7600

**APPLICATIONS** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE** : 08 March 2019

**POST 07/78** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/02/03**  
Directorate: PHC

**SALARY** : R532 449 - R599 274 per annum

**CENTRE** : Andries Raditsela Clinic (ESDR)

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR Finances, Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

**ENQUIRIES** : Ms. AB Sayed Tel No: 082 476 6273

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 08 March 2019

**POST 07/79** : **OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2019/02/04**  
Directorate: PHC

**SALARY** : R532 449 - R599 274 per annum (plus benefits)

**CENTRE** : Jabulane Dumane CHC (SSDR)

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification (Advanced

		Midwifery and Neonatal Nursing Science) with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
<b><u>DUTIES</u></b>	:	Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR Finances, Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager: Deputize the Assistant Manager when then the need arises.
<b><u>ENQUIRIES</u></b>	:	Ms M.E. Mopeli Tel No: (010) 345 1091
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<b><u>CLOSING DATE</u></b>	:	08 March 2019
<b><u>POST 07/80</u></b>	:	<b><u>AREA MANAGER NURSING (GENERAL) GRADE 1 (DAY &amp;NIGHT) REF NO: BGH2019/FEB/02</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R532 449 - R617 253 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Bertha Gxowa Hospital (Germiston)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a professional nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employer/s are compulsory. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, Grievance Procedure, etc. Skills: leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team

<b><u>DUTIES</u></b>	:	player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-mail), drivers license will be an added advantage.
	:	Delegate, supervise and co-ordinate the provision of effective and efficient patients care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards and procedures. To work on night as a supervisor and expected to assist on day. Participate in the nursing management team for both day/night consistently. To act on behalf of Nursing Service Manager (day/night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters, and memos. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital. In-depth knowledge and understanding of national core standards.
<b><u>ENQUIRIES</u></b>	:	Mrs. Z. P. N. Mofokeng Tel No: (011) 089 8540
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Failure to do so will lead to disqualification
<b><u>CLOSING DATE</u></b>	:	08 March 2019
<b><u>POST 07/81</u></b>	:	<b><u>CHIEF DIETITIAN GR.1 REF NO: BGH 2019/FEB/03</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R440 982 - R489 429 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Bertha Gxowa Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualified Dietitian (B / Bsc Dietetics) and currently be registered with the HPCSA as a Dietitian. Educated to a Basic Degree. Sound knowledge of dietitian principles including nutritional assessment and analysis. Registration with Health Profession Council of South Africa (HPCSA). A minimum of at least 5 years working experience. Supervisory experience will be an added advantage. A valid driver's license, Computer literacy, Communication Skills, Monitoring and evaluation and comprehensive knowledge of community-based rehabilitation Sound knowledge of general clinical nutritional management. Sound knowledge of nutrition for people with HIV/AIDS and TB. Excellent counseling skills. Good verbal and written communication skills. Knowledge in monitoring and evaluation of the ART programme. Good interpersonal and team building skills. Skills in research methods. Ability to work under pressure and independently. Time management skills. Basic computer literacy in MS Word and MS Excel.
<b><u>DUTIES</u></b>	:	To provide nutritional counseling and support for HIV/AIDS and TB with emphasis on nutrition assessment, planning, implementation and evaluation. To monitor, evaluate and follow-up all HIV/AIDS and TB patients receiving nutritional intervention. To liaise with other health care professionals regarding the nutritional care of patients in HAST and various clinics. To train of staff on nutritional related issues and to ensure the smooth running of food service unit. To ensure that the site has adequate supplies of supplements and to manage the supplements according to supply chain approved principles. To manage, plan, coordinate departmental functions including report writing (monthly and annual) and collation of daily and monthly statistics. To contribute towards quality improvement within the site and Dietetics Unit. To make recommendations with regard to policies / procedures for active functioning of HAST and various Clinics / Dietetic site. To collaborate with District and Central Office, attend meetings and provide required information / statistics. To supervise nutrition counselors / Assistant in the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms. L. Smook Tel No: (011) 278 7696

- APPLICATIONS** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
- CLOSING DATE** : 08 March 2019
- POST 07/82** : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1**  
Department: Allied
- SALARY** : R440 982 per annum (plus benefits)  
**CENTRE** : Heidelberg Hospital  
**REQUIREMENTS** : National diploma/degree in Diagnostic Radiography, registered with the Health Professional Council of South Africa. A minimum of 3 years appropriate experience in Diagnostic Radiography. 2 years managerial experience in a hospital environment. Experience in digital radiography will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written) compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.
- DUTIES** : Manage the entire Radiography department and associated functions. Participate and supervise in providing 24-hour radiographic services in the hospital. Report to Clinical Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop and train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying to Batho Pele Principles, National Core Standards and other Public Service policies and acts. Manage conflict and implement corrective Measures according to all governing departmental policies. Strategically coordinate and delegate departmental activities and ensuring that resources of the department are used effectively and efficiently to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre reports, manage budget and expenditure and submit the performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.
- ENQUIRIES** : Dr. M.B. Moalusi Tel No: (016) 341 1209  
**APPLICATIONS** : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag 612, Heidelberg 1438
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.
- CLOSING DATE** : 08 March 2019
- POST 07/83** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (MENTAL HEALTH) REF NO: EHD2018/12/05**  
Directorate: Health Programmes
- SALARY** : R420 318 – R473 067 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District (ESDR)  
**REQUIREMENTS** : Basic R425 qualification. i.e. Diploma/ Degree in Nursing that allows registration with SANC. A minimum of 4 years appropriate experience in Nursing after registration as a professional Nurse. Evidence of registration with professional Regulatory Body. Supervisory experience will be an added advantage. A valid

Driver's License. Experience in Psychiatric Nursing, Proof of current registration with SANC Good Human relations, communication and management skills in Mental Health, Ability to plan and organize own work.

**DUTIES** : Coordinate the management of Mental Health Services in the ESDR to strengthen the DHS by providing quality Mental Health Services ensure integration of Mental Health Services at Primary and Secondary Mental Health Clinics including Hospitals. Monitoring and Evaluation of existing and new NGOs. Supporting Mental Health staff within the Sub-District. Supporting all programs within the Sub-District on Mental Health Promotions. To strengthen and implement training of Mental Health and Substance abuse services at all levels by ensuring training of all categories of staff within the Sub District and the community. Crisis intervention and complaints or crisis management within the Sub-District. Effective Management, Utilization and of Human and Material resources within the program and District Clinics. Knowledge and legislative frame work governing Public Health. To be part of the Sub-District Management team. Perform all other duties delegated by supervisor/Manager.

**ENQUIRIES** : Ms J.F. Joubert Tel No: 011 737 9701

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 08 March 2019

**POST 07/84** : **OPERATIONAL MANAGER GRADE 1 REF NO: SIZ002**  
Directorate: Nursing Services

**SALARY** : R420 318 - R473 067 per annum plus benefits.

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Grade 12(Standard 10), Basic qualification in terms of Government Notice 425 i.e. Degree/Diploma or equivalent qualification that allows registration with SANC. Minimum of seven (7) years of recognised experience in general Nursing after registration with SANC as a Professional Nurse. Diploma in Midwifery.

**DUTIES** : Demonstrate an in-depth understanding of nursing legislation and ethical nursing practice and how this impacts on service delivery. Ensure holistic quality patient care and compliance to National Core Standard (NCS) and the implementation thereof. Participate in development of policies and protocols in the institution. Effective and efficient utilization and management of resources. Participate in CPD implementation and training for professional growth. Participate in committees as delegated and ensure healthy relationship with external and internal stakeholders. Effective communication with relevant stakeholders. Compiling and submission of reports for quality services. Management and supervision of staff to ensure 24-hour service delivery on daily basis.

**ENQUIRIES** : Mrs B.M Rikhotso, Tel No: (011) 531 4304

**APPLICATIONS** : Private Bag X2, Sandringham, 2131, or Physical Address: Conner Modderfontein Road and Club Street, Sandringham

**NOTE** : Quoting the relevant reference number, applications must be submitted on a Z83 form, Certified copies of Identity Document, SANC current registration, CV and Qualifications

**CLOSING DATE** : 08 March 2019

**POST 07/85** : **PROFESSIONAL NURSE: SPECIALTY (OPERATIONAL THEATRE/NEONATAL/PAEDIATRIC /CRITICARE/TRAUMA&EMERGENCY/ADVANCED MIDWIFERY) REF NO: BGH/FEB/04**  
Directorate: Nursing

**SALARY** : R362 559 - R420 318 per annum (plus benefits)

**CENTRE** : Bertha Gxowa Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse.

A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a professional nurse with South African Nursing Council in General Nursing. A post-basic qualification in Advanced Midwifery with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. Registration with South African Nursing Council as a professional nurse and specialist.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of optimal, holistic specialised nursing care within set standards and professional/legal framework. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. 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. Work as part of multi-disciplinary team to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Lead shifts and transfer skills through in-service training including ESMOE training. Effectively manage material resources and ensure adherence to minimum and maximum levels. Effective human resource management through implementation of PMDS. Maintain professional growth /ethical standards and self-development. Participate in training and research.

**ENQUIRIES** : Mrs P.Z.N. Mofokeng Tel No: (011 278 7640)

**APPLICATIONS** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE** : 08 March 2019

**POST 07/86** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: EHD2019/02/06**  
Directorate: Corporate Services  
Re-Advertisement (Candidates who have previously applied are encouraged to re-apply)

**SALARY** : R356 289 - R419 679 per annum (Inclusive package)

**CENTRE** : Ekurhuleni Health District

**REQUIREMENTS** : Bachelor Degree or Relevant Qualification in Risk Management. Two (2) to three (3) years relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public-sector prescripts. Computer literacy including the ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Knowledge and practical application of risk industry Standards and legislative guidelines.

**DUTIES** : The incumbent will assist in enhancing the risk management philosophy and culture in the organization. Assist in policy development, review and update of such. Develop and maintain a risk and risk incident database including risk registers for the Department. Extract risk information and develop risk profiles for the Department and graphical reports for integrated reporting. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist in the management the secretariat functions for the risk management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk

awareness, fraud, anti-corruption, and ethics and integrity programmes. Perform all other duties that are delegated by the supervisor/manager.

**ENQUIRIES** : Mr D.R Nkosi Tel No: (011) 876 1749/ 1751

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 08 March 2019

**POST 07/87** : **PHYSIOTHERAPIST PRODUCTION REF NO: HRM 11/2019**  
Directorate: Physiotherapy

**SALARY** : R300 828 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy practitioner. (Original and current). Ability to work in a multidisciplinary team. Creativity and analytical skills.

**DUTIES** : Render Physiotherapy services in allocated areas. Participate in departmental Continued Professional Development activities. Monitor proper utilization of allocated financial, human and physical resources as outlined by departmental and national, policies. Coordinate training of students. Coordinate and ensure the promotion and marketing of Physiotherapy services in the organization. Develop operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.

**ENQUIRIES** : Mrs. N Pebane Tel No: (012) 354 1625

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

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

**CLOSING DATE** : 08 March 2019

**POST 07/88** : **MEDICAL NATURAL SCIENTIST REF NO: HRM 07/2019**  
Directorate: Medical Oncology

**SALARY** : R300 828 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Medical Natural Scientist, Medical Biological Technologist or other similar profession. Appropriate computer literacy. Willingness to do Clinical research.

**DUTIES** : Prepare regulatory documentation. Collect and disseminate clinical research data accurately and within the regulated timelines. Ensure all GCP requirements are adhered to.

**ENQUIRIES** : Prof. LM Dreosti Tel No: (012) 354 1054

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

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

**CLOSING DATE** : 08 March 2019

**POST 07/89** : **MEDICAL ORTHOTIST AND PROSTHETIST REF NO HRM 08/2019**  
Directorate: Orthotics\Prosthetics

**SALARY** : R300 828 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

<b><u>REQUIREMENTS</u></b>	:	National diploma in Medical Orthotics and Prosthetist. Registration with HPCSA as a Medical Orthotic and Prosthetist.
<b><u>DUTIES</u></b>	:	Consultation with Medical practitioners on type of orthosis\ prosthesis needed. Taking measurements\ plaster cast of patients. Selection of appropriate materials. Design of orthosis\prosthesis. Preparation of cast\ drawing. Manufacturing of the orthosis\prosthesis. Fitting and adjustment of orthosis\ prosthesis and cosmetic finishing off orthosis\ prosthesis.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. HA Du Toit Tel No: (012) 354 6615
<b><u>NOTE</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>CLOSING DATE</u></b>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. 08 March 2019
<b><u>POST 07/90</u></b>	:	<b><u>PRODUCTION RADIOGRAPHY GRADE 1 REF NO: HJH/PRGR1</u></b> Directorate: Allied Medical Profession
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R300 828 – R342 357 per annum plus benefits Helen Joseph Hospital Diploma in Diagnostic Radiography. Certificate of registration with HPCSA. Annual registration with HPCSA. Post graduate/community service work experience required is 0-1 knowledge of public service legislation, policies and procedures. Skills on the following areas: good patient care, organizing, communication, Computer literacy, Interpersonal relationship, Quality Assurance, accreditation standards, knowledge of specialized procedures and equipment.
<b><u>DUTIES</u></b>	:	Production of diagnostic radiographs. Partake in a 24hr service delivery. Partake in the student Radiographer's clinical training. Plan and organize the provision of the Radiography service according to the vision and mission statements of the department of health. Monitor stock control. Ensure the high level of patient care. Partake in departmental QA. Communicate with external and internal professionals to ensure patient safety and fair treatment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T. Hadebe. Tel No: (011) 489 0929 Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and maintenance of diversity and Employment Equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). 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. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<b><u>CLOSING DATE</u></b>	:	08 March 2019
<b><u>POST 07/91</u></b>	:	<b><u>HRD AND PMDS OFFICER (LATERAL TRANSFER) (X1 POST)</u></b> Directorate: HRD (Human Resource Development)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R299 709 – R353 043 (plus benefits) Jubilee District Hospital Matric with a recognized 3years Degree/Diploma in Human Resource Development/Management with 5 years' experience or Grade 12 with at least 8



years' experience in Human Resource Development and PMDS, knowledge of the Public Service Act and Regulations, Skills Act, Skills Development Act. Skills Levy, SAQA, NQF, NSDS, PMDS etc. Presentation and Facilitation Skills, Computer literate in MS Word, Excel and Power Point. PERSAL Certificate. Valid Driver's License.

**DUTIES** : Co-ordinate and facilitate training and induction programs, liaise with external training providers. Ensure the development of skills development audit. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Ensure development of institutional HRD plans and Programs. Assist department with PMDS. Ensure that departments submits PMDS contracts and quarterly reviews. Monitor the implementation of PMDS. Render an effective advisory service to management and staff on PMDS and Employment equity issues. Capturing of PMDS on PERSAL system. Co-Ordinate employment equity meeting and secretarial duties during meetings. Assist with development of employment Equity plan and monitor its implementation. Provide Training and Support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement national Core Standards file and update it regularly. Attend to HRD related queries.

**ENQUIRIES** : MS M.M Leballo Tel No: (012)717 9434  
**APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE** : 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. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially race, gender and disability. Appointment is subject to the signing of performance agreement contract. The successful candidates will be required to submit security clearance check. It is the responsibility of applicant to have any qualifications verified by the South African Qualifications 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.

**CLOSING DATE** : 08 March 2019

**POST 07/92** : **SOCIAL WORKER GRADE 1 REF NO: HRM 01/2019 (X1 POST)**  
Directorate: Social Work

**SALARY** : R242 553 per annum (plus benefits)  
**CENTRE** : Sterkfontein Hospital  
**REQUIREMENTS** : Recognized four (4) year degree in Social Work. Registration with the SA Council for Social Service Professions and proof of current registration. Knowledge/experience regarding Health Care Social Work will be an advantage. Applicants must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different wards in the hospital. A driver's license is compulsory.

**DUTIES** : Render comprehensive health care social work services incorporating case and group work to patients and their next of kin. Render social work services in a mental health setting. Participate in community work and projects when needed. You would be required to act as a link between the patient and relevant community resources. Function as member of a multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols. Engage in continuous professional development activities. You will be required to attend ward rounds, conduct home visits, assess home circumstances and provide feedback to the multi-disciplinary team. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate social work values and the

- principles of human rights and social justice. Must have a basic understanding of the Mental Health Care Act.
- ENQUIRIES** : Ms.R.Reddy Tel. No: (011) 951-8298
- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver's license. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 08 March 2019
- POST 07/93** : **SOCIAL WORKER REF NO: CCRC/SW/2019/01/01**  
Directorate: Social Services
- SALARY** : Grade 1: R242 553 per annum (plus benefits)  
Grade 2: R298 299 per annum (plus benefits)  
Grade 3: R363 507 per annum (plus benefits)
- CENTRE** : Cullinan Care and Rehabilitation Centre
- REQUIREMENTS** : Registration with South African Council for Social Professional (SACSSP) as Social Worker.0-2 years' experience. Tertiary qualification in Social Work. Valid driver's license. Experience in working in community-based Rehabilitation setting and have sound knowledge of Mental Health Care Act and other Social work-related legislation. Good communication, interpersonal, problem solving and organizational setting. Knowledge of relevant policies, protocols and guidelines. Must be proactive, innovative and independent. Team leader. Excellent time management. Self-motivated and goal orientated. analytical and solution orientated. Ability to effectively communicate to technical and no-technical personnel at various levels in the organization.
- DUTIES** : Render Social Work services in the Centre that complies with the norms and standards as indicated by Health policies. Provide community based Social Work with the focus on health promotion, complete monthly stats, reports and other administrative tasks for Social Work Services. Implement and contribute to the proper utilization of allocated financial and physical Resources. Implement quality Assurance policies and develop appropriate quality improvement plan for the Social Work unit. Comply with the staff appraisal, development, coaching and mentoring. Attend staff meetings, Social work forums and Quality Assurance meetings. Ensure adherence of government policies and protocols including National Core Standard. Batho Pele Principles and Patients right. Take part in the Gauteng Turnout strategy.
- ENQUIRIES** : Mr. JJ Ngcobo Tel No: 012 734 7000 X 250
- APPLICATIONS** : Quoting the relevant reference number, applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post. A Successful candidate will be appointed according to OSD Requirements and those who applied previously are encouraged to reapply.
- CLOSING DATE** : 08 March 2019
- POST 07/94** : **CLINICAL ASSOCIATE REF NO: BGH/2019/FEB/05**
- SALARY** : R242 475 - R285 630 per annum (plus other benefits)
- CENTRE** : Bertha Gxowa Hospital
- REQUIREMENTS** : Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team.
- DUTIES** : Perform patient-centered consultations across all disciplines in a district Hospital. Apply clinical reasoning in the assessment and management of patients. Be able

to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for a district Hospital. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice.

**ENQUIRIES APPLICATIONS** : Dr. Manning Tel No: (011) 278 7600

**NOTE** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

**CLOSING DATE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**POST 07/95** : **HUMAN RESOURCE OFFICER REF NO: BGH/2019/FEB/06**  
Directorate: Human Resource

**SALARY CENTRE REQUIREMENTS** : R242 475 - R285 630 per annum (Level 07) (plus benefits)  
: Bertha Gxowa Hospital  
: An appropriate Three (3) Year National Tertiary Qualification and a minimum of Three (3) years relevant experience within Human Resource or Grade 12 with a minimum of 5-10 years in Human Resource experience. Working on the PERSAL system. Computer skills (evidence based). Vast knowledge of Public Service related prescripts- Public Service Act; Public Finance Management Act, labour relations Act; Basic Conditions of Employment Act, Skills Development Act; Occupational Health and Safety Act and other HR legislations. A sound human resource budget management skill is recommended.

**DUTIES** : Implementation of departmental policies, regulations and legislations as well as Resolutions. Manage performance of staff under span of control. Implement service benefits, appointments; leave administration, terminations and all matters relating to overtime. Ensure compliance with AG compliance with prescripts. Manage payrolls and physical verification of staff. Assist with recruitment of staff. Provide expert advice to management and the entire staff. Provide support function in labour matters especially grievance and misconduct issues. Ensure compliance with PMDS compliance. Assist with effective management of training. Assist in coordination of Work Place Skills Plan. Execute any other relevant tasks upon instruction by the supervisor and when necessary.

**ENQUIRIES APPLICATIONS** : Ms. C.C. Molele Tel No: (011) 278 7688

**NOTE** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

**CLOSING DATE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**POST 07/96** : **LABOUR RELATIONS OFFICER REF NO: BGH/2019/FEB/07 (X1 POST)**  
Directorate: Human Resources Management

**SALARY CENTRE REQUIREMENTS** : R242 475 - R285 630 per annum (Level 07) (plus other benefits)  
: Bertha Gxowa Hospital  
: A relevant 3 year tertiary qualification with 5 years' experience or Grade 12 with 5-10 experience in Labour Relations in the Public Service. Knowledge of Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations. Verbal and written communication skills. Report writing skills. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will an added advantage. A driver's license is a prerequisite.

**DUTIES** : Preside over disciplinary cases and write reports. Investigate allegations of misconduct, draft charge sheets, prepare witnesses and represent the Employer in disciplinary hearings. Support institutions in the management of progressive discipline. Analyses trends and advise Management on serious adverse events

cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance with relevant disciplinary code and procedures. Support management with progressive discipline. Provide an effective channel for communication and co-operation between hospital management and organized labour. Facilitate Bi-lateral and Multi-lateral meetings within the institution.

- ENQUIRIES APPLICATIONS** : Ms. C.C. Molele Tel No: (011 278 7688)
- FOR ATTENTION NOTE** : Applications must be forwarded to Private Bag X1035, Germiston 1400 or hand delivered to Bertha Gxowa Hospital –Corner Angus & Joubert Streets Germiston, Admin Block.
- FOR ATTENTION NOTE** : Ms. CC Molele
- CLOSING DATE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
- CLOSING DATE** : 08 March 2019
- POST 07/97** : **LABOUR RELATIONS OFFICER REF NO: HRM 06/2019**  
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum plus benefits
- SALARY CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
- SALARY CENTRE REQUIREMENTS** : A relevant NQF level 6 in Labour Relations Management/ Human Resource Management. Appropriate experience in human resource management/ labour relations management. Excellent communication skills and analytical skills. A good team player. A firm commitment to the hospital's success. Absolute commitment to customer services. In depth understanding of applicable legislation and various policies and procedures regulating employment relations. Good report writing skills. Valid driver's license.
- DUTIES** : Coordinates all external referred disputes i.e labour court, CCMA etc. Arrange and collate background information on disputes. Give advice to management and staff on labour related matters. Build and maintain constructive relationships with unions and management. Ensure compliance with collective agreements. Provide training to line managers and supervisors. Assist the Assistant Director on labour related matters.
- ENQUIRIES APPLICATIONS** : Mr. PM Motsweni Tel No: (012) 354 2235
- ENQUIRIES APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 08 March 2019
- POST 07/98** : **CLIENT INFORMATION CLERK REF NO: HRM 04/2019**  
Directorate: ICT- Switchboard
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum plus benefits
- SALARY CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
- SALARY CENTRE REQUIREMENTS** : Grade 12 certificate with minimum of 5 years' experience in switchboard/ Helpdesk/ Call Centre or a National Diploma in Office Administration with 3 years' experience in switchboard environment. A+ or N+ certificate or Experience working with telephones system such as PABX and TMS and Exposure to administration, supervision and reporting in switchboard environment will add as advantage. Driver's License. Strong interpersonal and communication skills with good knowledge in computer packages and Batho Pele Principles. Office Management, Computer literacy, Customer Service skills, experience in client liaison and telephone etiquette. Proficiency in English and other official Languages.
- DUTIES** : Management of the switchboard. Ensuring the availability of communication services on a 24/7 basis. Monitor all incoming and outgoing calls. Ensuring a pleasant working environment and customer relations at all times. Perform Office

Administration, execute and implement the unit's operational plan. Continual updating of the internal telephone directory. Responsible for fault reporting on telephone systems and liaising with service providers when needed. Ensure the utilization of the Telephone Management System to manage and minimize telephone costs. Manage performance of staff through PMDS. Draft, avail and monitor the work shifts roster, implicating the 24/7 hours of work as per hospital shift work cycle. Provide monthly operational report, including ad-hoc reports. Perform Standby duties.

**ENQUIRIES** : Ms. LOS Mogane Tel No: (012) 354 3927  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE** : 08 March 2019

**POST 07/99** : **MATERIAL RECORDING CLERK REF NO: HRM 05/2019**  
 Directorate: Supply Chain Management

**SALARY** : R163 563 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 with 2 years' experience of supply chain management or related, procedures and policies will be an added advantage. Proven computer literacy in MS office package (MS word, MS excel and MS outlook), Data management skills and filing skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid driver's license.

**DUTIES** : Perform administration duties with regard to supply chain management services including ware house management. Completion of SAP related forms. Capturing of data on the SAP/SRM system. Receiving and issuing of stock and equipment, asset management, warehouse management and stocktaking.

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

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

**CLOSING DATE** : 08 March 2019

**POST 07/100** : **FINANCE CLERK REF NO: SDHS/FC/2019 (X1 POST)**  
 Directorate: Finance

**SALARY** : R163 563 per annum (Level 05) (plus benefits)  
**CENTRE** : Sedibeng District Health Services  
**REQUIREMENTS** : Grade 12 Certificate with 0-2 years' experience. Must have sound knowledge of PFMA Treasury regulation, SCOA, DORA, BAS, MED SAP. Computer literacy (MS Word, Excel and Power Point. Good communication skills (verbal and written and report writing skills). Take instruction from the Supervisor. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

**DUTIES** : Monitoring and controlling expenditure. Compile and capture journals, compile petty cash and replenishment. Capturing, processing and allocating invoices through E invoicing (SAP). Filing and record keeping of the documents. Payments of creches and another NGO. Attending to service providers queries with GDF. Attending to web cycles. Reconciliation of standalone system. E.g. BAS, SAP, MED SAP and any other duties delegating by the supervisor. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

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

- APPLICATIONS** : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
- NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. 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. Preference for this position will be given to people with disability
- CLOSING DATE** : 08 March 2019
- POST 07/101** : **HUMAN RESOURCE CLERK REF NO: DPL/HRC/02/2019 (X1 POST)**  
Directorate: Administration
- SALARY** : R163 563 – R192 666 per annum (Level 05) (plus benefits)
- CENTRE** : Dunswart Provincial Laundry
- REQUIREMENTS** : Grade 12 /Senior Certificate (or equivalent Certificate) plus 2 years' experience in Human Resource environment. Knowledge of PERSAL and HR processes. Computer Literacy (MS Word and Excel). Organization skills. Communication skills (written and verbal). Ability to work under pressure. Knowledge of Human Resource Legislative framework.
- DUTIES** : Perform various duties related to human resource administration. Promotion, Allowance, Medical, Overtime Remuneration, Long Service Awards, Home Owner Allowance, Appointment, Transfer, Service Terminations, Service Benefits, Recruitment and Selection as well as PMDS Capturing of leave on PERSAL. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, terminations of service and finance documents. Coordination of documents between department and E-Gov. Liaise with E-Gov and attend to queries presented to HR carry out lawful instructions and daily tasks allocated by supervisor ect.
- ENQUIRIES** : Wendy Oberholzer / Ria Muller Tel No: 011306-4601\6
- APPLICATIONS** : Applications should be submitted at HR Department Dunswart Laundry, 134 Main reef road, Boksburg-North. Private Bag X1, Dunswart Laundry, 1508.
- NOTE** : Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached
- CLOSING DATE** : 08 March 2019
- POST 07/102** : **STAFF NURSE GRADE 1 REF NO: BGH/FEB/08 (X2 POSTS)**  
Directorate: Nursing
- SALARY** : R161 376 - R216 861 per annum (plus benefits)
- CENTRE** : Bertha Gxowa Hospital
- REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.
- DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations. Shift work mandatory.
- ENQUIRIES** : Mrs. P.Z.N. Mofokeng Tel No: (011 278 7640)
- APPLICATIONS** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical

surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.  
08 March 2019

- CLOSING DATE** : 08 March 2019
- POST 07/103** : **ASSISTANT MEDICAL ORTHOTIST AND PROSTHETIST REF NO: HRM 09/2019**  
Directorate: Orthotics\Prosthetics
- SALARY** : R158 595 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 and Registration with HPCSA as Assistant Orthoptist\Prosthetist.  
**DUTIES** : Consult and assist the Medical orthoptist\Prosthetist regarding type of orthosis\Prosthesis required. Manufacturing part of orthosis\prosthesis which requires either leatherwork, laminating and shoe alterations or plastic moulding.
- ENQUIRIES** : Mr. HA Du Toit Tel No: (012) 354 6615  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 08 March 2019
- POST 07/104** : **LAUNDRY MANAGER REF NO: DPL/LM/01/2019 (X1 POST)**  
Directorate: Factory
- SALARY** : R136 800 – R161 148 per annum (Level 04) (plus benefits)  
**CENTRE** : Dunsward Provincial Laundry  
**REQUIREMENTS** : Grade 12/ 10 or Equivalent with appropriate experience. Good interpersonal relations. Communication skills. Computer literacy will be an advantage. Must have Practical knowledge and experience of Policies and procedures. Laundry Management Certificate/Diploma and laundry experience will be an advantage.
- DUTIES** : Factory Management and organization. Supervise and control production flow. Manage theVA2 requisitions and works orders Monitor attendance register, time controls and leave arrangements. Assist management with other relevant tasks. Maintain sound labour management. Apply disciplinary measures when necessary. Be actively involved in budgetary control and saving measures. Keep statistics and records updated. Monitor and Implement PMDS. Participate in institutional committees. Good communication with clients.
- ENQUIRIES** : Mr Jerry Rampou /MRS Wendy Oberholzer Tel No: 011 306-4606/17  
**APPLICATIONS** : Applications should be submitted at HR Department Dunsward Laundry, 134 Main reef road, Boksburg-North. Private Bag X1, Dunsward Laundry, 1508.
- NOTE** : Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached
- CLOSING DATE** : 08 March 2019
- POST 07/105** : **DRIVER (HEAVY DUTY VEHICLE) REF NO: DPL/D/04/2019 (X1 POST)**  
Directorate: Factories
- SALARY** : R136 800 – R161 148 per annum (Level 04) (plus benefits)  
**CENTRE** : Dunsward Provincial Laundry  
**REQUIREMENTS** : Grade 10 Certificate (or equivalent Certificate) Plus extensive experience in transport Department. A valid driver's license Code 10/ C1 Must be in possession of Valid Public Drivers Perm. Must be prepared to do double Trips and assist in all instances of Emergency and relieve. Able to work under pressure and remain focus to productivity. Good communications and interpersonal skills with staff Supervisors, management and public Sound knowledge of Public Service prescripts and other relevant administration legislation
- DUTIES** : Responsible for safe and legal operation of Vehicle Responsible for the Transportation and safety of linen between Clients and the laundry Report any mechanical Faults to the Transport officer. Completing of Log sheet full Responsible for Cleanliness of Vehicles Responsible to report accident and

completing of accident Report Carry out the instruction from superior regarding Transport related matters.

**ENQUIRIES** : Mrs. Wendy Oberholzer/Mrs. Ria Muller Tel No: 011 306-4606/1

**APPLICATIONS** : Applications should be submitted HR Department Dunswart Laundry,134 Main reef road, Boksburg-North, Private Bag X1, Dunswart Laundry, 1508.

**NOTE** : Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached. Candidate might be subjected to a Test Driving.

**CLOSING DATE** : 08 March 2019

**POST 07/106** : **ENROLLED NURSING ASSISTANT GRADE 1 REF NO: HRM 02/2019 (X4 POSTS)**  
Directorate: Nursing

**SALARY** : R124 788 per annum

**CENTRE** : Sterkfontein Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter, Batho Pele principle and other Public Service Legislative framework. Previous Psychiatric experience will be an added advantage. Proof of current registration with SANC.

**DUTIES** : Assist and supervise patients with activities of daily living, i.e. maintain good hygiene, nutrition, and measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures and other errands as required by the Supervisor. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when the need arise. Preferably male nurses of any race, to address the needs of the Mental Health Care Users.

**ENQUIRIES** : Ms. M.M. Sono Tel. No: (011) 951-8202

**APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver's license. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE** : 08 March 2019

**POST 07/107** : **NURSING ASSISTANT GRADE 1 REF NO: BGH 2019/FEB/09 (X1 POST)**  
Directorate: Nursing

**SALARY** : R124 788 - R 140 454 per annum (plus benefits)

**CENTRE** : Bertha Gxowa Hospital

**REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of a team.

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations. Shift work mandatory.

**ENQUIRIES** : Mrs. P.Z.N. Mofokeng Tel No: (011 278 7640)



- APPLICATIONS** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
- CLOSING DATE** : 08 March 2019
- POST 07/108** : **SENIOR OPERATOR REF NO: DPL/SO/03/2019 (X3 POSTS)**  
Directorate: Factories
- SALARY** : R115 437 - R135 981 per annum (Level 03) (plus benefits)
- CENTRE** : Dunswart Provincial Laundry
- REQUIREMENTS** : Grade 12/10 or Equivalent with appropriate experience. Must be able to read and write. Good interpersonal relations Communication skills.
- DUTIES** : Inspection, monitors, operates, routinely maintains and cleans, program and adjust equipment. Load and weigh linen on scale. Clean all filters of tunnel washer and dryers, press and roller irons. Report all dysfunctions to supervisor. Responsible for quality and safety control. Entering the CBW when a blockage occurs and unblock it. Keep statistics of production figures. Responsible for formal and informal training of operators. Apply prescribed safety and precautionary measures. Do any other tasks as per departmental need. Previous laundry experience will be an advantage. Supply trolleys at dispatching area for clean linen at tunnel washer and dryers. Unload clean washing and provide to ironing and folding area and other areas.
- ENQUIRIES** : Ms. MM Muller/Ms. Wendy Oberholzer Tel No: 011 306-4606/1
- APPLICATIONS** : Applications should be submitted at HR Department Dunswart Laundry, 134 Main reef road, Boksburg-North. Private Bag X1, Dunswart Laundry, 1508.
- NOTE** : Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached.
- CLOSING DATE** : 08 March 2019

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 07/109** : **DIRECTOR: COMMUNICATIONS REF NO: SD/2019/02/01**
- SALARY** : R1 005 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
- CENTRE** : Head Office (Communications)
- REQUIREMENTS** : A degree (NQF Level 7) Honours in Communications/ Public Administration/ Public Relations. A minimum of 5 years' relevant experience at middle/senior management level. Code B driver's license. Knowledge and understanding of

Legislative framework governing the Public Service. Excellent communication (verbal and written), analytical and problem solving, change and financial management, strategic capability and leadership, excellent planning and organising, good negotiation and conflict management, excellent managerial and knowledge management and computer literacy skills.

**DUTIES** : Managing of Internal Communications Functions. Ensure the promotion of the Department internally through communication liaison support and advisory services. Managing External Communication Functions. Ensure sound management of Departmental events and co-ordinate Imbizos. Manage Media Liaison and Strategy Functions. Ensure the establishment and maintenance of good media relations.

**ENQUIRIES APPLICATIONS** : Mr Hayden Pillay Tel No: (011) 227 0067

**FOR ATTENTION CLOSING DATE** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.  
: Mr Z Jaca Tel No: (011) 355 7678  
: 08 March 2019

**POST 07/110** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SD/2019/02/02**

**SALARY** : R1 005 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

**CENTRE REQUIREMENTS** : Head Office (Human Resource Management)  
: A degree/ (NQF Level 7) in Human Resource Management. A minimum of 5 years' relevant experience at middle/senior management level. Excellent knowledge of the Public Service Act (PSA), Public Service Regulations (PSR), Employment Equity Act (EEA), white paper on Transformation and Batho Pele, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Public Finance Management Act (PFMA), Human Resource Systems. Code B driver's licence. Human Resource Management in the Public Service will be an added advantage. Excellent communication (verbal and written), analytical and problem solving, sound project and financial management, strategic capability and leadership, excellent planning and organising, good negotiation and conflict management, excellent managerial and change management and computer literacy skills.

**DUTIES** : Manage the effective implementation of Human Resource Management, including Human Resource Development, Human Resource Administration, Labour Relations, Organisational Development and Recruitment. Oversee the management and promotion of fair and sound Labour Relations. Strategically manage special programmes, including Employee Health and Wellness (EHWP). Manage resources (Human, Finance, Equipment, Assets) in the Directorate. Oversee and provide support to the designated operational and delegated management responsibilities of the HRM Directorate. Ensure the realisation of performance outcomes and MPAT. Optimise the achievement of service delivery and unqualified clean audit opinion. Serve as member of the Senior Management Team.

**ENQUIRIES APPLICATIONS** : Mr Hayden Pillay Tel No: (011) 227 0067

**FOR ATTENTION CLOSING DATE** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.  
: Mr Z Jaca Tel No: (011) 355 7678  
: 08 March 2019

#### OTHER POST

**POST 07/111** : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: SD/2019/02/03**

**SALARY** : R344 184 – R549 837 per annum (within the OSD Framework)

**CENTRE** : Head Office

**REQUIREMENTS** : Bachelor Degree in Social Work with 8 years' appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Submission

of valid registration certificate with the SACSSP Council. A valid driver's license. Knowledge and understating of legislation, policy, procedures, processes and systems regulating services to families in the Public Service. Knowledge and understanding of Departmental priorities, values and commitments related to care and services to families. Good planning and capability, presentation, project and programme management, monitoring and evaluation, reporting, verbal and written communication skills.

**DUTIES**

: Develop and implement guidelines on services to families. Implement developed guidelines on services to families. Disseminate information on training of staff in the regions. Monitor and evaluate services to families. Provision of programmes for families. Implement policy guidelines, norms and standards to families. Implement family preservation programmes and family re-unification programmes. Implement and provide family crisis intervention and forums. Capacity building on services to families. Provide capacity building programmes to regions. Provide capacity building services to NPO's rendering services to families. Communicate revised policies, norms and standards. Research and development of services to families. Identify research priorities on services to families. Communicate research results to regions and NPO's. Monitor the implementation of research results on services to families.

**ENQUIRIES**

: Ms E Choshi Tel No: (011) 355 7700

**APPLICATIONS**

: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

**CLOSING DATE**

: 08 March 2019

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.*

- APPLICATIONS** : Please forward the application quoting the reference number to the Chief Director: Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 08 March 2019 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful. All the below-mentioned posts have been advertised previously except for the post of the security guard. Candidates who applied previously must re-apply if they want their applications to be considered.
- POST 07/112** : **DIRECTOR: DISASTER MANAGEMENT OPERATIONS REF NO: 4/ 2018 (DM)**  
 Chief Directorate: Disaster Management  
 Directorate: Disaster Management Operations
- SALARY** : R1 005 063 per annum (All inclusive senior management service package)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in a possession of appropriate minimum Bachelor's Degree /NQF level 7 as recognized by SAQA coupled with 5 years' experience at middle/senior managerial level in public and or municipal sector. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Sound knowledge of relevant legislations & policies, Knowledge in terms of interpretation of relevant and related legislations, knowledge of service delivery policy, knowledge of structure & functioning of Government, awareness and understanding of cultural climate within the Public Service, awareness & understanding of service delivery environment, knowledge of project management, team development and problem solving skills, decision making and public participation skills, good communication skills (verbal & written), computer literacy in MS office and a valid driver's license.
- DUTIES** : The successful candidate will be required to facilitate disaster management interventions at provincial and municipal levels with the following key responsibilities: facilitate disaster management awareness, preparedness and capacity building, facilitate volunteerism at all spheres of government, facilitate disaster management emergency responses establish and maintain communication links between all spheres of government and manage the resources of the unit.
- ENQUIRIES** : Mr J Ndlazi at (033) 8469003
- OTHER POSTS**
- POST 07/113** : **PROPERTY VALUER: VALUATIONS REF NO: 3/2018 (MF)**  
 Chief Directorate: Municipal Finance  
 Directorate: Municipal Finance Support
- SALARY** : R826 053 per annum (All inclusive middle management service package)

- CENTRE REQUIREMENTS** : Pietermaritzburg  
 : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Real Estate (approved by the South African Council for the Property Valuer Profession SACPVP) coupled with 3 post registration experience as a Professional Valuer or a Professional Associated Valuer in a Municipal environment with no restrictions. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession as a Professional Valuer or a Professional Associated Valuer with no restrictions). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and MFMA) knowledge and skills in Property Valuation, comprehensive understanding of property and general valuation principles, knowledge of tariff modelling and analysis, knowledge of the use of GIS (ESRI Arc GIS), Knowledge of policy analysis and development knowledge of project management and financial management, awareness and understanding of municipal environment, strategic planning and team development skills, decision making and problem solving skills, project and financial management skills, Ability to work with no supervision, ability to formulate presentations and to present ,good communication (verbal & written), computer literacy in MS office, email programmes and project management tools and valid code 8 drivers license.
- DUTIES** : The successful candidate will be required to provide specialist valuation and rating support to municipalities within the province with the following key responsibilities: provide technical support to ensure statutory obligations of the MEC are met in respect of the MPRA, provide specialist support on rating to support revenue enhancement, Manage the establishment and maintenance of Valuation Appeal Boards (VAB), Provide dispute resolution interventions with regards to valuations and rating, facilitate capacity building within municipalities with regards to valuation and rating, develop policies and strategies and guidelines aimed at municipal revenue enhancement within the province.
- ENQUIRIES** : Ms J Krishnan at 033 355 6563
- POST 07/114** : **PROPERTY VALUER: MARKET ANALYST REF NO: 4/2018 (MF)**  
 Directorate: Municipal Finance Support
- SALARY** : R826 053 per annum (All inclusive middle management service package)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Real Estate (approved by the South African Council for the Property Valuer Profession SACPVP) coupled with 3 years junior management experience in a municipal environment. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession (SACPVP) as a Professional Valuer with no restrictions for more than 5 years coupled with 5 years' experience in valuations and mass appraisal techniques in a municipal environment. Project Management qualification would be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and MFMA), knowledge and skills in Property Valuation including mass appraisal and data analyst ,comprehensive understanding of property and general valuation principles, Knowledge of the use of GIS (ESRI Arc GIS), knowledge of policy analysis and development, knowledge of project management and financial management, Awareness and understanding of municipal environment, Strategic planning and team development skills, decision making and problem solving skills, data, management, project solving and financial management skills, ability to work with no supervision, Ability to formulate presentations and to present ,project management skills, Good communication skills (verbal & written), computer literacy in MS office, email programmes and project management tools and valid code 8 drivers license.
- DUTIES** : The successful candidate will be required to ensure quality assurance on municipal valuation rolls in terms of legislation and applicable standards within the province with the following key responsibilities: manage the quality assurance process of

valuation rolls in accordance with recognised valuation standards and criteria, manage and support the development and implementation of standards, specifications, systems and data management strategies pertaining to the MPRA and valuation rolls, provide specialist support to municipalities on non-movable property valuation and property related matters, administer capacity building within municipalities with regards to municipal valuation and processes, develop policies, strategies and guidelines aimed at municipal valuations within the province and manage the resources of the Sub-Directorate.

**ENQUIRIES** :

Ms J Krishnan at 033 355 6563

**POST 07/115** :

**BUDGET ANALYST REF NO: 5/2018 (F) (X2 POSTS)**

Chief Directorate: Finance

Directorate: Budget Control and Planning

**SALARY** :

R356 289 per annum

**CENTRE** :

Pietermaritzburg

**REQUIREMENTS** :

The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Financial Accounting / Financial Management coupled with 3 years' experience in Provincial or National Government finance and budgeting. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of Provincial or National Government budgetary processes, PFMA as well as other relevant legislations, knowledge of policy analysis and project management, planning and team development skills, decision making and problem solving skills, financial management and analytical skills, ability to draw, interpret and reconcile BAS and PERSAL reports, presentation skills, good communication skills (verbal & written), Computer literacy in MS office and valid Drivers License

**DUTIES** :

The successful candidate will be required to provide budget control services with the following key responsibilities: Revise cash flow and complete in-year monitoring schedule each month, provide a ministerial monthly variance schedule for the relevant programme, analyze budget of a programme and identify potential savings, veriments and rollovers, analyze and verify input for all exercises throughout the budget process, Support and advice programme managers and line function management on budget related issues, develop and implement proper control measures for the effective and efficient utilization of the budget in the department and manage the training and development of staff under his/her control.

**ENQUIRIES** :

Ms APN Madlala at (033) 395 3085

**POST 07/116** :

**SECURITY GUARD REF NO: 2/2018 (CS) (X4 POSTS)**

Directorate: Corporate Services

Directorate: Auxilliary Services

**SALARY** :

R115 437 per annum

**CENTRE** :

Durban

**REQUIREMENTS** :

The ideal candidate must be in possession of a minimum Basic Education (Grade 8) plus Basic security course. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures and the authority of security officers/guards under the document, Good inter personal skills, Operating security equipment and Security conscience skills.

**DUTIES** :

The successful candidate will be required to render a security service through protection, safe guarding and access control with regards to buildings, employees, stores and departmental assets with the following key responsibilities: Perform access control functions, Safeguard the building and assets of the premises, ensure that equipment, documents and stores do not leave or enter the building premises unauthorized, ensure all incidents are recorded in the occurrence books/registers and perform relief duties and attend drill parade.

**ENQUIRIES** :

Ms. Z Mtshali at (033) 395 2837

## DEPARTMENT OF HEALTH

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

### OTHER POSTS

**POST 07/117** : **MEDICAL SPECIALIST (GRADE 1, 2 AND 3) (EMERGENCY MEDICINE) REF NO: GS 11/19**

Component–Emergency Department

**SALARY** : Grade 1: R1 051 368 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.  
Grade 2: R1 202 112 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.  
Grade 3: R1 395 105 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

**CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
A tertiary qualification (MBCHB) or equivalent registered with the HPCSA. Possession of an FCEM (SA) or equivalent. Current certificate of registration with the Health Professional Council of South Africa as a Specialist in Emergency Medicine. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: 1 year of relevant management/ supervisory experience. Computer literacy – Microsoft Office software package. Instructor’s certificate in Basic Emergency Ultrasound (Level 1). Knowledge, Skills, Training and Competency Required: Sound management, clinical and technical skills. Ability to diagnose and manage all emergencies (Adult and Paediatric) and in all disciplines. Ability to teach and/or supervise staff at all levels (Registrars, Interns, Medical Officers, nursing personnel, etc.) in the Emergency Department. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles. Excellent communication skills (verbal and written). Sound knowledge of Human Resource Management, EPMDS process and requirements, and the disciplinary and grievance management processes. Sound understanding of resource allocation and optimization, budgeting and expenditure control. Provide team leadership, and possess the ability to solve problems and resolve conflict. Ability to develop and implement Policies and Guidelines for the Emergency Medicine department. Sound knowledge of relevant ethical and medico-legal issues. Design, implementation and evaluation of Quality Assurance and Improvement Programs. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, Children’s Act, Promotion of Access to Information Act, PFMA, SCM regulations.

**DUTIES** : Serve as the HOD of Grey’s Emergency Department. Rationalize and manage the emergency services delivered by Grey’s Hospital. Formulate a medium- to long-term strategy for the Emergency Department at Grey’s Hospital, which meets the Department of Health’s needs. Develop and manage the Emergency Department in line with the strategy. Ensure optimal level of skills and competencies of all staff, including sessional workers, in the department. Develop and promote teaching and training in the unit (Registrars, Medical Officers, Interns and Nursing personnel). Conduct audits and research that are relevant to the needs of the department, including Morbidity and Mortality and Clinical Audits on a monthly basis, maintaining a risk register, risk management. To actively participate in / chair (as may be required) the Hospital’s Resuscitation Services Committee and other

committees at Grey's Hospital. To chair (as may be required) the Disaster Management Committee, and manage and maintain an optimum level of disaster management preparedness. Ensure that all necessary emergency equipment and other medical/non-medical resources are available and functional in the Emergency Department. Participation in after-hours call duties (on-site calls) as may be required. Participate in Outreach Programs as may be required. Maintain close liaison with the department of Emergency Medicine at the Nelson R. Mandela School of Medicine. Manage client complaints that may arise. Deliver quality care to patients. Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals.

- ENQUIRIES** : Dr. L Naidoo Tel No: 033 897 3317
- 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, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS11/19. 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. African males are encouraged to apply.
- CLOSING DATE** : 08 March 2019
- POST 07/118** : **MEDICAL SPECIALIST: GRADE 1/2: REF NO: HRM 07/2019 (X1 POST)**  
Directorate: Dept. of Orthopaedics
- SALARY** : Grade 1: R1 051 368 – R 1 115 874 per annum (All inclusive salary package) plus commuted overtime  
Grade 2: R1 202 112 – R1 275 885 per annum (All inclusive package) excluding overtime
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : MBCHB degree or equivalent PLUS registration certificate with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2018/2019). **Grade 1:** None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist. **Grade 2:** 5 years to less than 10 years actual experience after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics surgery, knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, leadership, decision-making and clinical skills, ability to teach doctors, students and participate in continuing professional development.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopedics cases, 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 hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage and performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertake appropriate Clinical



audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery.  
 Dr. S. Ramji Tel No: 031 3603854

**ENQUIRIES** :  
**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. (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). Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE** : 08 March 2019

**POST 07/119** : **MEDICAL OFFICER: PAEDIATRICS GRADE 1/2/3 REF NO: NDH 06/2019**  
 Cluster: Medical Unit

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

**CENTRE** : Northdale Hospital  
**REQUIREMENTS** : Matric certificate / grade 12, MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner, Prior experience in Paediatrics & Child Health will be considered at short-listing as an advantage. **Grade 1:** Experience: as per minimum requirements for this specialized service. 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: as per minimum requirements for this specialized service and 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: as per minimum requirements for this specialized service and 10 years appropriate 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. Recommendations: Diploma in Child Health (will be an added advantage). 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: Relevant medical knowledge, with paediatrics and child health focus, Specific knowledge in Paediatric conditions. Skills and competence at procedures and care in children. Current health and

public service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

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

**ENQUIRIES** : Dr Mag Molla Tel No: 033 387 9000 Ext 9014

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

**FOR ATTENTION** : Dr Mag Molla

**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** : 08 March 2019

**POST 07/120** : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: SAP 02/2019 (X3 POSTS)**

**SALARY** : Grade 1: R780 612 – R840 942 per annum (All-inclusive packages)  
Grade 2: R892 551 – R975 945 per annum (All-inclusive packages)  
Grade 3: R1 035 831 – R1 295 025 per annum (All-inclusive packages)  
Other Benefits: Rural Allowance. Commuted Overtime (subject to prior approval)

**CENTRE** : St Apollinaris Hospital

**REQUIREMENTS** : **Grade 1:** Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified who have performed community service, and 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. **Grade 2:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years' experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. Certificate of service endorsed by Human Resources.

**Grade 3:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years' experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service, and 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Certificate of service endorsed by Human Resources. Skills: Clinical knowledge. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment, analysis and Management skills.

**DUTIES** : Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anesthetics. Provide after-hours medical service as per roster.

**ENQUIRIES** : Dr NE Manci @ (039) 833 8000/8002  
**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** : Human Resources Section  
**NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://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 posts advertised is 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** : 08 March 2019

**POST 07/121** : **ASSISTANT MANAGER NURSING: PHC REF NO: EGUM 05/2019 (X1 POST)**

**SALARY** : R581 826 – R654 840 per annum. Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

**CENTRE** : E G & Usher Memorial Hospital

**REQUIREMENTS** : Senior Certificate or Grade 12. Basic R425 Qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as General Nurse and Primary Health Care Nurse. Minimum of ten (10) years recognizable/ appropriate experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in PHC. At least three (3) years of the period referred to above must be appropriate/ recognizable experience in Nursing Management. Unendorsed driver's license. Certificate/s of service

endorsed by Human Resource Office must be attached. Recommendation: Computer literacy (MS office suite). Knowledge, Skills, Training and Competence Required: SANC Rules and Regulations and Scope of Practice. Demonstrate an in depth knowledge and understanding of nursing legislation, relate legal and ethical practice and how this impacts on service delivery. Demonstrate an in depth knowledge and understanding of HR policies and procedures, PFMA and other legislative framework governing the Public Service. Supervisory and analytical thinking skills. Sound knowledge of Labour Relations Act.

**DUTIES**

: Assist in the formulation and implementation of quality improvement plan. Establish the strategic direction of PHC services to ensure alignment with its business plan. To manage and control budget in accordance with PFMA Act no: 1 of 1999 by ensuring effective and efficient control of medical supplies, equipment and miscellaneous store. Effectively manage and utilize human resource in the PHC services. Develop and implement PHC package including community based services considering the disease profile, provincial and district priorities in the catchment area in collaboration with all role players. Demonstrate effective communication with the public, supervisors and health professionals. Co-ordinate Sukuma Sakhe activities in the catchment areas. Ensure implementation of Ideal Clinic and ICDM in the Sub-district. Manage and formulation of policies and procedures for PHC services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholder allowing for efficient delivery. Provide expert advice to management on issues relating to PHC services in the Sub-district. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Conduct clinical audits and develop QIP on identified gaps. Investigation and management of complaints. Ensure implementation of NCS, IPC and Quality in the PHC services.

**ENQUIRIES  
APPLICATIONS**

: Ms N Binase Tel No: 039- 797 8100  
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged.

**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](http://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. Persons with disabilities should feel free to apply for these posts. 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: 1st 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**

: 08 March 2019@ 16H00 afternoon

**POST 07/122** : **OPERATIONAL MANAGER NURSING: MATERNITY REF NO: EGUM 07/2019 (X1 POST)**

**SALARY** : R532 499 – R 599 274 per annum. Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

**CENTRE** : E G & Usher Memorial Hospital

**REQUIREMENTS** : Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in advanced Midwifery and Neonatal Nursing Science. Registration with South African Nursing council as a Professional Nurse and Midwife. Current Registration as a professional Nurse with SANC (2019). A minimum of 9 years appropriate / recognize experience after registration as a professional nurse and midwife, with the SANC. Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendation: 10 Days HIV/AIDS counseling course and knowledge of ART, PMTCT and IMCI programmes. Knowledge, Skills, Training and Competencies Required: In depth knowledge of nursing legislation and related legal and ethical practices. Leadership, mentoring and must maintain quality service delivery. Understanding of nursing legislation and related legal and ethical nursing practices and their impact on service delivery. Knowledge of code of conduct, Labour Relations and related policies. Knowledge of programmes i.e. PMTCT, PPIP etc. Good interpersonal and team building skills. Conflict Management skills. Good communication skills both verbal and written.

**DUTIES** : Improve maternal and neonatal care by implementing protocols as stipulated by National, Provincial, District at facility level. Participate in the development and implementation of clinical policies, procedures and guidelines for IMCI and other related programs/projects. Compilation and timeous submission of relevant reports and statistics. Ensure adherence to legal framework for management of obstetrical emergencies by determining the level of risk, initiating and co-coordinating effective emergency care. Identify and monitor clinical progress and outcome to determine the effectiveness and appropriateness of the care plan for both normal and abnormal outcomes. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant framework. Ensure management of integrated services e.g. PMTCT, STI and TB etc. Ensure implementation, monitoring and evaluation of all programmes. Plan and monitor of budget in the unit. Monitor infection control within the maternity ward. Identify and manage staff development needs. Ensure sound Labour Relations aspects e.g. disciplinary actions, absenteeism management, abscondment procedure. Ensure implementation of EPMDS. Ensure 24hrs staff coverage for maternity unit.

**ENQUIRIES** : Mrs JN Mazwi 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.

**FOR ATTENTION** : Human Resource Department

**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](http://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. Persons with disabilities should feel free to apply for these posts. 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: 1st 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** : 08 March 2019@ 16H00 afternoon
- POST 07/123** : **ASSISTANT MANAGER: NURSING (PLANNING, MONITORING AND EVALUATION) REF NO: GS 10/19**  
Component: the successful candidate will report directly to the Office of the CEO
- SALARY** : R532 449 per annum, plus 13th cheque, medical aid (optional), home owners allowance, employee must meet the prescribed requirements.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Diploma / Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three years of the experience referred to above must be appropriate/recognizable experience at management level. Certificate of Service endorsed by the Human Resource office must be attached. Recommendation: Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage. A valid EB (08) drivers license. Software applications: MS Office. Knowledge, Skills, and Experience: Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention control practices. Knowledge of hospital functions and operations. Understand HR Policies and practices and staff relations. Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills. Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource Management Skills. Analytical skills and the ability to capture in concise reports. Advanced facilitation skills to manage consultation.
- DUTIES** : Administer an evidence results-based monitoring and evaluation system in the Institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the Institution. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other Reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E supports to all departments in the Institution as well as feeder facilities. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.
- ENQUIRIES** : DR K B Bilenge Tel No: 033 897 3321
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M Chandulal
- NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department or website, certified copies of highest educational qualifications and professional

registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 10/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

- CLOSING DATE** : 08 March 2019
- POST 07/124** : **OPERATIONAL MANAGER – NIGHT DUTY REF NO: EGUM 06/2019 (X1 POST)**
- SALARY** : R420 318 – R473 067 per annum. Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Senior certificate or grade 12. Diploma/ Degree in General Nursing, Science and Midwifery. Registration with SANC as General Nurse and Midwife. Current registration with the SANC (2019). Minimum experience of 8years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. At least three years must be appropriate/recognizable experience at the Supervisory level. Certificate of service from previous and current employers is compulsory which is endorsed and signed by Human Resource Management. Recommendation: Degree / Diploma in Nursing Service Management/Nursing Administration. Knowledge, Skills Training and Competence Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/ legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and the ability to communicate constructively at all levels.
- DUTIES** : Provide effective management and professional leadership ensuring that wards and units are organized. To provide quality patient care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Ensure implementation of clinical competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient’s Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics.
- ENQUIRIES** : Mrs JN Mazwi Tel No: 039 - 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, 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.
- FOR ATTENTION** : Human Resource Department
- 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](http://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. Persons with disabilities

should feel free to apply for these posts. 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: 1st 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** : 08 March 2019@ 16H00 afternoon
- POST 07/125** : **CLINICAL PROGRAMME CO-ODINATOR (INFECTION CONTROL) REF NO: PHO CPC/2019**
- SALARY** : Grade 1: R420 318 per annum plus 13th cheer, 8% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
- CENTRE** : Pholela CHC
- REQUIREMENTS** : Senior certificate (grade 12). Degree/ Diploma in General Nursing and midwifery, Proof of registration with SANC (2019 receipt). A minimum of 7 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of working experience stamped and endorsed by HR Department. Recommendations: Certificate in Infection Prevention and Control, Valid driver's license. Knowledge, Skill And Abilities: Good communication, leadership and interpersonal skills, Ability to work in a Team, Knowledge of all relevant prescripts, Provincial Health Act 2000, the Nursing Act, Occupational Health and Safety Act. Knowledge of the Patient Right Charter, Batho Pele Principles, Labour Relations Act, Disciplinary Code, Procedure, Grievance Procedure and Public Service Regulations etc.
- DUTIES** : To manage and provide an efficient and effective infection control service at Pholela Community Health Centre in collaboration with other units to ensure optimal health status and holistic patients care. To provide support to the hospital management team to meet the patient/client needs and enable to Co-ordination of services thereby ensuring that the objectives of the institution are met. To provide infection control guidelines that protect employees from occupational risks and hazards and to make sure that an infection free environment is created and maintained within the institution. To manage the infection control committee ensuring that infection control staff is knowledgeable on all current infection control matters and that they provide information advice and education to hospital personnel. To ensure that written policies and procedures for activities of the infection control services are in line with current standards of practice, regulations, and objectives of the services. To ensure that a service delivery improvement plan is implemented, maintained and monitored by the committee. Ensure the implantation of Programs related to IPC. To ensure compliance to National Core Standards. To function with infection control guidelines to ensure optimal level of client safety and protect employees from occupational risks hazards. To promote an infection free environment within a multidisciplinary team. Continuous monitoring of clinical areas to ensure compliance to IPC guidelines and process. To provide guidance to all clinical areas to meet the patient need and co-ordination infection control services. To develop and implement a written plan that addresses the need of the department and must be aligned to KZN infection control policy. To prevent, recognize and isolate outbreaks of infectious disease in healthcare settings. Ensure ongoing staff development in areas of IPC.
- ENQUIRIES** : Dr. NMT Gumede Tel No: 039 832 9488



- APPLICATIONS** : All applications should be forwarded: The Human Resources Officer. Direct your application quoting the relevant reference number to: The Human Resources department, Pholela CHC, Private Bag X502, Bulwer 3244 hand delivered application at Human resources department on or before the 16:00
- FOR ATTENTION NOTE** : Human Resources section  
: 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](http://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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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 knowledge. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to final constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 08 March 2019
- POST 07/126** : **MAMMOGRAPHER - GRADE 1, 2 & 3 REF NO: ST04/2018 (X1 POST)**  
Component: Stanger Hospital- (X-Ray)
- SALARY** : Grade 1: R374 364 per annum Plus 12% Inhospitable Allowance  
Grade 2: R440 982 per annum Plus 12% Inhospitable Allowance  
Grade 3: R519 456 per annum Plus 12% Inhospitable Allowance  
Benefits: 13th Cheque, home owners allowance and Medical aid (optional)  
[Employee must meet prescribed policy requirements]
- CENTRE REQUIREMENTS** : Stanger Hospital  
: Grade 12 (Senior Certificate)/ A three year National Diploma or B-Tech degree in Diagnostic Radiography/ Registration with the HPCSA as a Mammographer/ Proof of current registration with HPCSA as a Mammographer (2018/2019/) **Grade 1:** A minimum of 4 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer/ **Grade 2:** A minimum of 14 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Mammography/ **Grade 3:** A minimum of 24 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Mammography/ Sound knowledge of Mammography procedures and equipment. Sound knowledge of radiation control and safety. Sound knowledge of Quality Assurance procedures and methods. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts. Non-South African citizen applicants-a Valid Work Permit in conformance with HR Circular 49/2008 obtainable from any government department and an Endorsement Certificate from FWMP. Recommendations: 2 years or more appropriate experience as a Mammographer.
- DUTIES** : Provide high quality Mammography services. Execute all clinical procedures competently to prevent complications. Promote good health practices and ensure optimal patient care. Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in Radiography quality assurance programs. Participate in departmental policies and procedure development. Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography staff and community service radiographers. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.
- ENQUIRIES** : Mr M.R. Leso (Assistant Director - Radiography) Tel No: 032- 437 35

**APPLICATIONS** : Applications to be forwarded to Mr Seelan Govender: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X10609, Stanger 4450

**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. ST 01/2017.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 08 March 2019

**POST 07/127** : **CLINICAL NURSE PRACTITIONER REF NO: EGUM 04/2019 (X1 POST)**

**SALARY** : Grade 1: R362 559 – R420 318 per annum  
 Grade 2: R445 917 – R548 436 per annum  
 Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

**CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital (Kokstad PHC)  
 : 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 Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2018). Valid driver's license code 10 (C1) with PDP. 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 Nursing. **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 after obtaining one year Post Basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.

**DUTIES** : Ensure proper utilisation and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality

and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Implement standards, practices criteria for quality nursing.

- ENQUIRIES** : Mrs. SF Marais Tel No: (039) 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, 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.
- FOR ATTENTION** : Human Resource Department
- 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](http://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. Persons with disabilities should feel free to apply for these posts. 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: 1st 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** : 08 March 2019@ 16H00 afternoon
- POST 07/128** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 01/2019 (X4 POSTS)**  
Component: Kwadukuza Clinic
- SALARY** : Grade 1: R362 559 per annum Plus 8% rural allowance  
Grade 2: R445 917 per annum Plus 8% rural allowance  
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post

basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Recommendations: Valid Code EB Driver's license (Code8) NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES**

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES**

: Mrs. R Bhagwandin (PHC Supervisor) Tel No: 032 - 4373600

**APPLICATIONS**

: Please forward applications for the attention of Human Resource Department: The Acting District Director, ILembe Health District Office, Private Bag X10620, Stanger 4450

**FOR ATTENTION NOTE**

: Human Resource Section  
 : 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. GROUT01/2016.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 08 March 2019

**POST 07/129** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: SHAK 01/2019 (X2 POSTS)**  
Component: Shakasraal Clinic

**SALARY** : Grade 1: R362 559 per annum Plus 8% rural allowance  
Grade 2: R445 917 per annum Plus 8% rural allowance  
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions]

**CENTRE REQUIREMENTS** : Ilembe Health District Office  
: **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Recommendations; Valid Code EB Driver's license (Code8)  
NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES APPLICATIONS** : Mr. AP Makhani (PHC Supervisor) Tel No: 032 – 4373600  
: Please forward applications for the attention of: Human Resource Department: The Acting District Director, Ilembe Health District Office, Private Bag X10620, Stanger 4450

**FOR ATTENTION** : Human Resource Section

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

**CLOSING DATE** : 08 March 2019

**POST 07/130** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: PHO 01/2019**

**SALARY** : Grade 1: R362 559 per annum plus 13th cheque, Rural allowance, Home owner allowance (employee must meet prescribed requirements)  
Grade 2: R445 917 per annum plus 13th cheque, Rural allowance, Home owner allowance (employee must meet prescribed requirements)

**CENTRE** : Pholela Community Health Centre

**REQUIREMENTS** : **Grade 1:** Experience of 4 year appropriate/ recognizable experience in nursing after registration as professional Nurse with SANC in general nursing). **Grade 2:** Experience of 14 year appropriate/ recognizable experience in nursing after registration as professional Nurse with SANC in general nursing, of which at last 10 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health care). Knowledge, Skill and Abilities: knowledge of all applicable legislation and guidelines, including scientific nursing and nursing science principles. Good interpersonal relationship skill and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

**DUTIES** : demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for the effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good nursing care in the clinic. Promote preventive and promotive health for clients and the community in the clinic .ensure proper utilization of human, material and financial resource and maintain update records of resource in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. ability to plan and organize own work and that support personnel to ensure proper nursing care in the clinic.to provide nursing care that leads to improve service delivery by upholding Batho Pele principle. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision pf patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safety keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES** : Mrs. TGO Sikhakhane Tel No: 039 832 9488

<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded: The Human Resources Officer. Direct your application quoting the relevant reference number to: The Human Resources department, Pholela CHC, Private Bag X502, Bulwer 3244 hand delivered application at Human resources department on or before the 16:00
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resources section
	:	An Application for Employment form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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 knowledge. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to final constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	08 March 2019
<b><u>POST 07/131</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: PHO 02/2019</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R362 559 per annum plus 13th cheque, Rural allowance, Home owner allowance (employee must meet prescribed requirements) Grade 2: R445 917 per annum plus 13th cheque, Rural allowance, Home owner allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pholela Community Health Centre – Mnyamana Clinic <b>Grade 1:</b> Experience of 4 year appropriate/ recognizable experience in nursing after registration as professional Nurse with SANC in general nursing). <b>Grade 2:</b> Experience of 14 year appropriate/ recognizable experience in nursing after registration as professional Nurse with SANC in general nursing, of which at last 10 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health care). Knowledge, Skill and Abilities: knowledge of all applicable legislation and guidelines, including scientific nursing and nursing science principles. Good interpersonal relationship skill and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
<b><u>DUTIES</u></b>	:	demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for the effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good nursing care in the clinic. Promote preventive and promotive health for clients and the community in the clinic .ensure proper utilization of human, material and financial resource and maintain update records of resource in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. ability to plan and organize own work and that support personnel to ensure proper nursing care in the clinic.to provide nursing care that leads to improve service delivery by upholding Batho Pele principle. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision pf patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safety keeping of basic medical, surgical pharmaceutical and stock.

- ENQUIRIES** : Mr. SV Ngcobo Tel No: 039 832 9488
- APPLICATIONS** : All applications should be forwarded: The Human Resources Officer. Direct your application quoting the relevant reference number to: The Human Resources department, Pholela CHC, Private Bag x502, Bulwer 3244 hand delivered application at Human resources department on or before the 16:00
- FOR ATTENTION** : Human Resources section
- 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](http://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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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 knowledge. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to final constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 08 March 2019

**DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 08 March 2019 (at 16h00). Applications received after the closing date & time will not be considered.
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's license (where a driver's license is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment



verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these posts.

#### **OTHER POSTS**

**POST 07/132** : **DEPUTY DIRECTOR (ADJUDICATION PANEL MEMBER) PROVINCIAL REGULATORY ENTITY (PRE) REF NO: P 04/2019 (X1 POST)**  
(3 year fixed term contract)

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

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R697 011 per annum (all inclusive remuneration package)  
: Pietermaritzburg  
: An appropriate recognized Bachelor's Degree / National Diploma in Social Sciences / Transport Economics / Finance / LLB (NQF Level 6); plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation. Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.

**DUTIES**

: Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

: Mrs N Majola Tel No: 033 – 341 9500  
: Mr C McDougall  
: Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

- POST 07/133** : **DEPUTY DIRECTOR (ADJUDICATION PANEL ALTERNATE MEMBER) PROVINCIAL REGULATORY ENTITY (PRE) REF NO: P 05/2019 (X1 POST)**  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : Level 11 (alternate members called in as and when required over a 3 year period and paid a daily rate)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : An appropriate recognized Bachelor's Degree / National Diploma in Social Sciences / Transport Economics / Finance / LLB (NQF Level 6); plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation. Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.
- DUTIES** : Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.
- ENQUIRIES** : Mrs N Majola Tel No: 033 – 341 9500
- FOR ATTENTION** : Mr C McDougall
- NOTE** : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

*This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 136, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Gadifele Noge.
- CLOSING DATE** : 08 March 2019 at 15h30
- NOTE** : Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

**OTHER POSTS**

- POST 07/134** : **DEPUTY DIRECTOR – NATIS REVENUE ADMINISTRATION SUPPORT REF NO: 47/2018/19**  
Directorate: Transport Administration and Licensing
- SALARY** : Remuneration package of R697 011 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.
- CENTRE** : Head Office - Mahikeng
- REQUIREMENTS** : Grade 12 plus 3 years National Diploma / Degree in Public Administration / Financial Management / Transport Economics environment or related. Five (5) to ten (10) years relevant work experience in the NaTIS revenue collection environment of which three (3) years must be at Junior Management level. A valid driving license. Knowledge: Public Service policies rules and legislations, National Road Traffic Act 93 of 1996, National Administration Traffic Information System (NaTIS ), Public Finance Management Act ( PFMA ), Treasury Regulations and other service related legislations, Performance Management Development System (PMDS ), Supply Chain Management prescripts ( BBBEE, PPPFA ), Ability to work under pressure. Skills: Planning and Coordinating skills, Good Communication skills, Presentation skills and good interpersonal relationship, Computer literacy,

		Report writing skills and Problem solving skills. Ability to work in a Team as well as independently.
<b><u>DUTIES</u></b>	:	Manage the performance of reconciliation of NaTIS revenue. Provide expenditure and revenue control services. Manage the performance reconciliation functions in respect of RTMC levies to be collected for the entire Province. Provide revenue control support services in respect of registering authorities, DLTCs and VTSS. Provide specialised procurement services for the Directorate, RAs, DLTCs and VTSS. Facilitate and co-ordinate responses to audit queries. Manage the sub-programme Risk Register and ensure implementation of the Risk Management Strategies. Monitor the implementation of the Audit Action Plans to improve the findings of the Auditor General.
<b><u>ENQUIRIES</u></b>	:	Mr. S. Mmono, Tel No: (018) 388 1123/24
<b><u>POST 07/135</u></b>	:	<b><u>DEPUTY DIRECTOR – TRANSPORT PLANNING AND CORDINATION REF NO: 57/2018/19</u></b> Directorate: Transport Planning and Policy Development
<b><u>SALARY</u></b>	:	Remuneration package of R697 011 per annum. The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a Flexible portion in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office –Mahikeng Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/Economics/Logistics Management or any transport related discipline. A. Three (3) to Five (5) years' experience in the Land Transport Planning, Legislation and Policy Development environment of which three (3) years must be at Junior Management (Assistant Director) level. A valid driving license. Knowledge: Extensive knowledge of Public Finance Management Act, Treasury Regulations, Public Financial Management Act (PFMA), Public Service Act and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009, Knowledge of White Paper on National Transport Policy. Understanding of minimum requirements of Transport Planning. Understanding of Transport Planning and related process of developing the Integrated Transport Plans (ITPs) and Provincial Land Transport Framework (PLTF) and other related government prescripts and ability to implement the same. Quantitative Techniques (Econometric or Transport Modelling). Skills: Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing and presentations skills. Communication skills (written and verbal communication).Economic Analysis of Transport Plans and Policies. Modeling Transport. Problem-solving skills. The ability to maintain positive interpersonal relations and to work well as part of the team and as individual. Ability to work under pressure. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Manage and coordinate transport planning processes within provincial and municipal development planning processes. Participate in municipal strategic planning structures. Ensure synergy between Integrated Transport Plans and Municipal Integrated Development Plans. Participate and lead in the provincial (District and Local Municipality) Transport forums. Liaise with external and internal stakeholders and represent the sub-directorate on various committees and task teams related to planning and co-ordination. Provide support to the executives in the preparations of all specific reports and presentation such as legislated reports (DORA), sector reports and MINMEC reports or presentation. Coordinate and report on progress of the transport plans and implementation by the municipalities. Prepare operational budgets and monitor expenditure. Project management by assisting with internal projects, with specific reference to transport planning needs assessment, strategy and project planning, project monitoring, evaluation and reporting implementation plans. Liaise with the assigned transport official/s in the municipality regarding all issues of transport. Manage performance of the Unit.
<b><u>ENQUIRIES</u></b>	:	Mr. O.A. Baikgaki Tel No: 018 200 8075

**POST 07/136** : **DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITY REF NO: 62/2018/19 (X5 POSTS)**  
Five (5) years contract post  
This appointment will be as per provisions of section 23 of the National Land Transport Act No. 5 OF 2005.  
Directorate: Operator License and Permits

**SALARY** : Remuneration package of R697 011 per annum, all-inclusive package which includes a basic salary, contribution to the Government Employee Pension Fund, medical aid fund and a Flexible portion in terms of applicable rules. The successful candidate will be required to sign performance agreement and an employment contract).

**CENTRE REQUIREMENTS** : Head Office - Mahikeng  
: Grade 12 Certificate. A three 3 year Tertiary qualification in the Transport Environment or related coupled with a minimum three (3) to five (5) years Junior Management experience within the Public Service. Valid Driving License. Computer Literacy. Skills: Public Transport prescripts and legislations. People management. Report writing. Investigations skills. Interpersonal relations. Conflict Management and problem solving skills. Presentation and facilitation.

**DUTIES** : Manage and monitor Public Transport operator's licences and permits. Receiving and deciding on applications relating to operating licenses. Advising Management on developing Regulations relating to Public transport and operations services. Report on non - compliance with policies and procedures. Provision of monthly reports. Any other task as may be assigned by the Supervisor.

**ENQUIRIES** : Mr N Dikobe Tel No: (018) 388 5314/16

**POST 07/137** : **ASSISTANT DIRECTOR (EXTERNAL REGISTERING AUTHORITIES (AGENCY SUPPORT SERVICES) REF NO: 48/2018/19)**  
Directorate: Transport Administration and Licensing

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Grade 12 certificate or equivalent plus 3 years National Diploma / Degree qualifications in Transport Economics/ Public Administration / Financial Management environment or related. Three (3) to five (5) years relevant experience in the NaTIS revenue collection environment, of which two (2) years experience must be at a Supervisory level. A Valid driving license. Knowledge: National Administration Traffic Information System (NaTIS), National Road Traffic Act 93 of 1996, Public Finance Management Act (PFMA), Public Service Act, Treasury Regulations and other Service related legislation, Performance Management Development System (PMDS), Basic Accounting System. Skills: Computer skills, Good communication skills, Interpersonal relationship skills creativity and innovation, Presentation skills and give guidance on the implementation on NaTIS amendments, Report writing skills and Problem solving skills. Ability to work under pressure, Ability to work in a Team as well as independently.

**DUTIES** : Determine Agency resources and development needs. Co-ordinate the provision of Agency development initiatives. Ensure Agency competency and capacity. Promote liaison between Agencies and the sub-programme. Provide relieve staff / supervisors in the event of an emergency at any of the Municipal Registering Authorities. Handle all correspondence received from Registering Authorities and/or Motoring Public. Conduct regular financial inspections. Manage the quarterly NaTIS User forum meetings. Implement the Post Audit Action Plans to improve the findings of the Auditor General.

**ENQUIRIES** : Mr. HLJ Venter Tel No: (018) 388 1232

**POST 07/138** : **ASSISTANT DIRECTOR (TAXATION) REF NO: 52/2018/19)**  
Directorate: Financial Management

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office - Mmabatho

- REQUIREMENTS** : Grade 12 certificate or equivalent plus three year Degree or National Diploma in Finance environment or related. Three (3) to Five (5) years experience in Salaries and Tax Unit, of which Two (2) years must be at Supervisory level. Certificate in Introduction to Persal. Persal Salary Administration Certificate. Persal Tax Calculation 1 will be an added advantage. Valid Driving License. Knowledge: Profound knowledge in Accounts Reconciliation. Knowledge of Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). Knowledge of PERSAL & BAS System, e-filing and easy file. Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure. Driving license. Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal relations, Report Writing, Planning and Organizing, Analytical skill.
- DUTIES** : Processing of deduction on PERSAL. Approve and authorize all deductions on PERSAL. Ensure recovery of overpayment. Handling all salary related enquiries and clear all suspense accounts. Monitor employee debt recovery. Record and clear reversal and disallowance control account. Manage payroll and deduction schedules. Monthly reconciliation of all control accounts and taxation. Perform monthly PERSAL/BAS reconciliation. Perform bi-annual and annual tax reconciliation. Reconcile EMP201 with employee tax certificate. Manage and utilise resources Prescription Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP).
- ENQUIRIES** : Ms. G. Mooketsi Tel No: (018) 200 8098
- POST 07/139** : **ARTISAN (SPECIALISED PRODUCTION) REF NO: 61/2018/19 (X3 POSTS)**  
 Directorate: Government Motor Fleet  
 This is a re-advertisement; candidates who previously applied are encouraged to reapply
- SALARY CENTRE** : R269 931 per annum (OSD)  
 : Brits (X1 Post)  
 : Rustenburg (X2 Posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent. An appropriate trade test certificate in Motor Mechanic. Three (3) to Five (5) years experience in Fleet Management environment. Valid EC1 driving license and PDP. Knowledge: Sound knowledge of Fleet management. Road Transport Quality system (R.T.Q.S.). Technical design. Knowledge of Public Service policies, rules and regulations, including inter alia Public Service Act and PFMA and Batho Pele principles. Knowledge of Labour Relations Act and Technical applications. Skills: Problem solving and Negotiation skills. Decision making, creativity and team work. Good interpersonal and analytic skills. Ability to communicate at all levels. Ability to work under pressure. Team work and working as an individual. Ability to interact with other Provincial Departments. Conflict Management. Customer focus and responsiveness. Computer literacy. Good report writing skills.
- DUTIES** : Attend to all aspects of technical design, Production, operation and maintenance activities. Perform technical services. Administer the utilisation of District fleet. Administer motor accidents. Provide technical services and support in conjunction with associates in field, workshop and technical office activities. Conduct quality assurance in line with specifications.
- ENQUIRIES** : MS. R.H Diale Tel No: (014) 523 5727
- POST 07/140** : **ADMINISTRATION OFFICER (TRANSPORT PLANNING & COORDINATION) REF NO: 49/2018/19**  
 Directorate: Transport Planning and Policy Development
- SALARY CENTRE** : R242 475 per annum (07)  
 : Head Office - Mmabatho
- REQUIREMENTS** : Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Economics/Logistics/Management environment or related. One (1) to Two (2) years relevant working experience in Transport planning, legislation and policy development environment. Knowledge: Knowledge of National Land

Transport Act no.5 of 2009 as reviewed. Transport planning and related process of developing the Transport Plans (ITP/IPTN). Understanding of minimum requirements of Transport Planning and Provincial land Transport Framework. Understanding of Public Financial Management Act (PFMA). Understanding of Public Service Act and Regulations. Skills: Computer literacy. Good verbal and written communication skills. Coordination skills. Ability to interpret policies. Basic research and data analysis skills. Initiative and team work skills. Problem solving skills. Ability to work irregular hours and travelling. Valid drivers license.

**DUTIES**

: Coordinate Transport Planning Processes within the Province and primarily for Bojanala Platinum District and its local municipalities. Participate in municipal organization. Participate in ensuring integration of Transport plan into Municipal integrated Development plans. Coordinate the Provincial Transport Forums. Liaise with internal and external transport stakeholders. Monitor Transport Planning Projects Development and assigned transport officials.

**ENQUIRIES**

: Ms Moleofane Tel No: (018) 200 8200

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 11 March 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

- POST 07/141** : **DEPUTY DIRECTOR: TOURISM MARKETING DEVELOPMENT REF NO: DEDAT 2019-06**

- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Tourism and/or Marketing or related; A minimum of 3 years' management experience with in the tourism environment; A valid code B driving licence. Recommendations: Experience working in the Public Sector; Project management experience; Report writing skills. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Serve procedures; Applicable policies and procedures; Relationship management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work.

- DUTIES** : Facilitate the development of sector strategies and policies including the Facilitate the development of sector strategies and policies including the implementation there-of; Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the tourism sector; Support and implement the market growth and promotion of the tourism sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness and development; Facilitate, support and implement an enabling environment for tourists; Human Resource and Financial Management of the sub-directorate.

- ENQUIRIES** : Mrs I van Schalkwyk at (021) 483 9494

- POST 07/142** : **DEPUTY DIRECTOR: TOURISM SAFETY REF NO: DEDAT 2019-04**

- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Tourism and/or Economics or related; A minimum of 3 years' Management experience; A valid code B driving licence. Recommendations: Experience working in Government; Project Management experience; Report writing skills; Stakeholder management. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Serve procedures; Applicable policies and procedures; Relationship management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Conflict resolution; Problem solving and decision making skills; Creative thinking; Team work.

- DUTIES** : Facilitate the development of sector strategies and policies including the implementation thereof; Maintain networks with key stakeholders and ensure



horizontal and vertical alignment with the tourism sector (including tourism safety); Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness and development; Facilitate, support and implement an enabling environment for tourists; Human Resource and Financial Management of the sub-directorate.

- ENQUIRIES** : Mrs I van Schalkwyk at (021) 483 9494
- POST 07/143** : **ASSISTANT DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 2019-05**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' relevant administrative experience; a valid code B driving licence. Recommendations: Experience in monitoring and evaluation; Experience in economic analysis. Competencies: Knowledge of the following: Economic development; Development Economics; Applicable legislative and regulatory requirements, policies and standards; Project Management; Stakeholder Relationship Management; Problem solving and decision making; Research skills; Communication (written and verbal) skills in at least two the three official languages of the Western Cape; Proven Computer Literacy; Planning and organising skills; Interpersonal skills.
- DUTIES** : Support the capacity building of municipalities in regions; Support the building of partnerships, IGR, cross-cutting and areas-specific-initiatives that promotes alignment of economic activities in regions; Support the implementation of spatial economic growth initiatives in regions; Support the building of business partnerships for growth opportunities across regions.
- ENQUIRIES** : Ms F Dharsey at (021) 483 5708

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 11 March 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **OTHER POSTS**

- POST 07/144** : **CONTROL ENVIRONMENTAL OFFICER: COASTAL MANAGEMENT REF NO: EADP 2019-04**
- SALARY** : Grade A: R468 513 per annum (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental, Natural, Physical or Earth Sciences; A minimum of 6 years' relevant post-qualification experience; A valid (Code B) driving licence and willingness to travel as required. Recommendations: Working experience in the following: Estuary Management; Coastal Management; Project Management. Competencies: Working knowledge of the following: Coastal and environmental legislation, policies and regulations; Environmental Management, particularly Coastal Management; Estuary Management; Project Management; Stakeholder engagement processes; Excellent communication (written and verbal), presentation and report writing skills in at least two of the three official languages

of the Western Cape; Proven computer literacy; Strategic planning skills; Self-motivated and ability to use own initiatives; Ability to work well within a team and independently; Ability to function under pressure and meet strict deadlines; Negotiation skills, good interpersonal relations, excellent project management skills, conflict management; Proven leadership skills.

**DUTIES** : Facilitating the development and implementation of the Provincial Estuarine Management Programme and support to municipalities with the development and implementation of municipal estuary management programmes/plans; Giving effect to the NEM:ICM Act (National Estuarine Management Protocol) by developing, implementing and accepting relevant estuarine management plan(s) and through providing support to municipalities in order to fulfil their municipal coastal functions; Facilitate the development and implementation of the Provincial Coastal Management Programme and support municipalities with the development and implementation of Municipal Coastal Management Programmes; Managing the compilation of the Provincial State of the Coast report and implementing the actions emanating from said report where necessary; Conceptualisation, development, management and the implementation monitoring and reporting on special projects; Identification of opportunities and needs for the development of coastal livelihoods initiatives and the planning, management and monitoring of these programmes; Providing specialist support to the implementation of the Provincial Coastal Management Education and Awareness Programme and capacity building programmes for local government and other organs of state; Maintaining data for monitoring, evaluation and reporting on the coastal and estuary management programmes, including a database of stakeholders and their activities.

**ENQUIRIES** : Ms M Laros at (021) 483 5126

**POST 07/145** : **ENVIRONMENTAL OFFICER (PRODUCTION): BIODIVERSITY REF NO: EADP 2019-03**

**SALARY** : Grade A: R256 815 - R285 021 per annum  
Grade B: R301 104 - R334 179 per annum  
Grade C: R353 082 - R448 035 per annum  
(OSD as prescribed)

**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or equivalent qualification) at an accredited and recognised institution in Environmental, Natural, Physical or Earth Sciences; A valid code B driving licence and willingness to travel as required. Recommendation: Project Management experience. Competencies: Knowledge of the following: Biodiversity and Environmental Management, legislation, policies and regulation; Ecological processes; Excellent communication (written and verbal) and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint, etc.); Must be able to meet strict deadlines, be self-motivated and ability to use own initiative; Ability to work well under pressure, well within a team and independently; Excellent report writing skills; Ethical and transparent governance; Innovation and resourcefulness; Professionalism and integrity.

**DUTIES** : Assist in the development of biodiversity policies, legislation, strategies, action plans, guidelines, norms and standards; Support the implementation of the Provincial Biodiversity Strategy and Action Plan (PBSAP); Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Assist with biodiversity mainstreaming and capacity building in the department municipalities and other stakeholders; Project management, provide operational support, prepare and make function related submissions, perform and manage administrative functions for the component.

**ENQUIRIES** : Mr A Ackhurst at (021) 483 8364

## 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 07/146** : **ASSISTANT MANAGER NURSING (SPECIALTY: OPERATING THEATRE, TRAUMA AND EMERGENCY, INTENSIVE CARE UNIT: GENERAL)**  
Chief Directorate: Rural Health Services

**SALARY** : R581 826 (PN-B4) per annum  
**CENTRE** : George Hospital  
**REQUIREMENTS** : Minimum education qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing, Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency, Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Proof of annual registration with SANC. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care and ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies and good problem solving and leadership skills. Computer literacy (Microsoft Office). Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Supervise and ensure the provision of quality patient care through the identification of nursing care needs, planning and implementation of nursing care and the guidance of nursing and other personnel. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human, material and physical resources efficiently and effectively. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health Western Cape Government in the execution of duties.

**ENQUIRIES** : Ms GE Sellars Tel No: (021) (044) 802-4537  
**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.  
**FOR ATTENTION** : Mr BH Cassim  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 March 2019

**POST 07/147** : **OPERATIONAL MANAGER NURSING (SPECIALTY: LABOUR WARD)**

**SALARY** : R532 449 (PN-B3) per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African

Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work after-hours, relief night-duty and overtime. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related Acts. Knowledge of Legislation and Policies. Leadership, sound interpersonal and motivational skills. Computer literacy (i.e. MS Word, Excel, Outlook and PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skill in conducting research/surveys and compiling comprehensive reports. Analytical thinking, independent decision-making and problem-solving skills.

**DUTIES** : Provide specialised nursing care within set standard and a professional/legal framework. Develop nursing quality improvement plans, guidelines, indicators, policies and standard operating procedures. Provide effective training and research. Support and implement quality assurance programmes, initiatives, monitor standards of practices, adhere to National and Provincial Policies and Core Standards. Effective resource management i.e. (human, financial and material). Ensure compliance to professional, legal and ethical standards governing nursing practice. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

**ENQUIRIES** : Ms E Brock Tel No: (021) 360-4370

**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION** : Mr C Louw

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 15 March 2019

**POST 07/148** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

**SALARY** : R532 449 (PN-B3) per annum

**CENTRE** : Conville Clinic, George Sub-District

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint).

**DUTIES** : Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Knowledge of Human Resources and Financial guidelines and protocols. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall

management of clinic. Willingness to rotate between PHC clinics within the Sub-District.

**ENQUIRIES** : Ms M Marthinus Tel No: (044) 803-9000

**APPLICATIONS** : The Director: Garden Route District Office, Private Bag X6592, George, 6529.

**FOR ATTENTION** : Ms S Pienaar

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 08 Mach 2019

**POST 07/149** : **PHARMACIST GRADE 1 TO 3 (5/8TH)**

**SALARY** : Grade 1: R409 989 per annum  
Grade 2: R446 190 per annum  
Grade 3: R487 884 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA-qualified employees, One year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA-qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work under pressure. Good communication and interpersonal skills. Able to work independently as well as in a team. Computer literacy.

**DUTIES** : Ensure quality provision of Pharmaceutical Care, including prescription evaluation, drug monitoring and review to ensure rational use of drugs, patient compliance and therapeutic success. Ensure effective drug supply management by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Monitor and report on pharmaceutical expenditure, turnover and usage trends and advise the head of the department. Professional advisory service, including the training, education and development of pharmacy staff in the delivery of a comprehensive pharmaceutical service. Co-ordinate, supervise and control resources (e.g. staff, equipment) necessary to provide a pharmacy service, in the absence of a manager. Support head of department in execution of duties and deputise as required. Initiate or participate in research.

**ENQUIRIES** : Dr G Muntingh/Ms ID Adams Tel No: (021) 938 -5225/4917

**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. All short listed candidates may undergo a technical competency test. 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** : 08 March 2019

**POST 07/150** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

Chief Directorate; Rural Health Services

**SALARY** : Grade 1: R362 559 (PN-B1) per annum  
Grade 2: R445 917 (PN-B2) per annum

**CENTRE REQUIREMENTS** : George Hospital  
Minimum education 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 Medical and Surgical Nursing Science: Critical Care Nursing: General: Trauma and Emergency. Registration with a 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 a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills and the ability to facilitate and promote training. Computer literacy (MS Word, Excel and Outlook). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Analytical thinking, independent decision making and problem-solving skills.

**DUTIES** : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate or co-ordinate the execution of the program in conjunction with the unit manager. The overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

**ENQUIRIES** : Ms G E Sellars Tel No: (044) 802-4536/7

**APPLICATIONS FOR ATTENTION** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.  
Mr BH Cassim

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status").

**CLOSING DATE** : 08 March 2019

**POST 07/151** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**

Chief Directorate; Rural Health Services

**SALARY** : Grade 1: R362 559 (PN-B1) per annum  
Grade 2: R445 917 (PN-B2) per annum

**CENTRE REQUIREMENTS** : George Hospital  
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. A post-basic nursing qualification with a

duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification referred to above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to do standby (calls out) duties. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the theatre complex with regards to emergency and non-emergency operating nursing as well as day patient care. Computer literacy (MS Word, Excel and Outlook).

**DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES** : Ms GE Sellars Tel No: (044)-802-4356/7  
**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.  
**FOR ATTENTION** : Mr BH Cassim  
**NOTE** : No payment of any kind is required when applying for this post. 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** : 08 March 2019

**POST 07/152** : **CLINICAL TECHNOLOGIST GRADE ITO 3 (PULMONOLOGY)**

**SALARY** : Grade 1: R300 828 per annum  
 Grade 2: R352 707 per annum  
 Grade 3: R379 980 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with the professional council: Registration with the HPCSA as Clinical Technologist in Pulmonology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology in respect of

RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Willingness to work overtime, must be able to function in all areas of the hospital, e.g. laboratory, theatres, ICU and out-patients department. Valid (Code B/EB) driver's licence. Willingness to work in the intensive care environment. Competencies (knowledge/skills): Advanced knowledge of Clinical Pulmonology and the skill to work with Paediatric, Adult and Geriatric patients. Fluent in at least two of the three official languages of the Western Cape. Experience in Critical Care environment will be an advantage. Computer literacy.

**DUTIES** : Perform good quality diagnostic procedures such as, flow volume loops, diffusion, pletysmography, HeFRC, exercise studies, broncho-provocations etc. according to ATS/ERS standards. Assist with research and clinical trials. Administrative duties. Deliver optimal care to patients in Tygerberg Hospital.

**ENQUIRIES** : Mr Swart Tel No: (021) 938-5789

**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** : 08 March 2019

**POST 07/153** : **RADIOGRAPHER (NUCLEAR MEDICINE) GRADE 1 TO 3 5/8TH POST**  
(Contract till 31 December 2019)

**SALARY** : Grade 1: R233 979 per annum

Grade 2: R275 613 per annum

Grade 3: R324 660 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Nuclear Medicine Radiographer. Experience: **Grade 1:** 1 year relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of SA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Ability to work with Adults and Paediatric patients. Willingness to work shifts as determined by the radiography management. Competencies (knowledge/skills): Knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills.

**DUTIES** : Produce Nuclear Medicine imaging and laboratory procedures of high standards. Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Knowledge of Imaging Equipment.

**ENQUIRIES** : Mr H Thomas, Tel No: (021) 938-4268/6002

**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. 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

**CLOSING DATE** : 08 March 2019

**POST 07/154** : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC)**

**SALARY** : Grade 1: R196 218 per annum  
Grade 2: R227 721 per annum  
Grade 3: R246 768 per annum

**CENTRE** : Northern Tygerberg Sub-Structure

**REQUIREMENTS** : Minimum educational qualification: Grade 1 to 3 as required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good numeric skills, computer literacy and knowledge WinRDM. Good interpersonal relationships and communication skills. Proficiency in at least two of three official languages of Western Cape.

**DUTIES** : Assessment of private provider facilities. Manage procurement process of private provider's stock and monitor monthly expenditure. Collate statistics. Monitor MOU compliance. Assist with private provider capacity building.

**ENQUIRIES** : Ms CE Malan Tel No: (021) 815-8876

**APPLICATIONS** : The People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** : Ms FG Malan

**NOTE** : No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test. Candidates registered in categories other than "(Post-Basic) Institutional" may also apply, on condition that registration in the category "(Post-Basic) Institutional" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.

**CLOSING DATE** : 15 March 2019

**POST 07/155** : **ADMINISTRATION CLERK: SUPPORT**  
Eden District Office

**SALARY** : R163 563 per annum

**CENTRE** : Riversdale Community Day Clinic

**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration experience in Reception. Appropriate experience in Patient Registration, Records Management and Archive policies. Appropriate experience in Information Management Systems (PHCIS, Tier.Net, SINJANI, Ideal Clinic, ETR.net). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between Reception and Information Management. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e. Health Information Systems (PHCIS, SINJANI, Tier.Net, ETR.net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical records, Disposal and Record Management Policy. Good leadership abilities and

communication skills. Independent decision-making, problem-solving and interpersonal skills. Ability to cope with a high work load. Proficient in at least two of the three official languages of the Western Cape. Microsoft Package (MS Excel, Word, Power Point).

**DUTIES** : Effective and efficient management of Reception services. Effective and efficient management of the Registry functions according to DoH policy. Maintain an effective filing system, repair/maintain patient files and prepare case notes for archiving and destruction where indicated. Effective co-operation and support to Supervisor and Colleagues. Deliver a supportive role to the Supervisor with regards to monitoring and evaluation of Health Information systems. Implementation of SOP's to optimise Client service and Support.

**ENQUIRIES** : Ms E Visser Tel No: (028) 713-8644

**APPLICATIONS** : The Director: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing.

**CLOSING DATE** : 15 March 2019

**POST 07/156** : **HOUSEHOLD AID**

**SALARY** : R96 549 per annum

**CENTRE** : Helderberg Hospital

**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner or household Aid. Inherent requirement of the job: Physical to 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): Basic knowledge of cleaning procedures and the cleaning equipment. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for cleaning duties (including sweeping, dusting, mopping, scrubbing and polishing), refuse handling and maintenance of general neatness and hygiene in the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients. Attend in-service training appropriate to service delivery.

**ENQUIRIES** : Mr A Joubert Tel No: (021) 850-4750

**APPLICATIONS** : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.

**FOR ATTENTION** : Mr A Joubert

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 15 March 2019

**POST 07/157** : **GENERAL WORKER STORES**

**SALARY** : R96 549 per annum

**CENTRE** : Stellenbosch Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Experience in a stores environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team.

**DUTIES** : Deliver stock to wards, departments, theatres, clinics and administration building. Ensure issue vouchers are returned to relevant clerk to capture and file. Assist clerk with receiving, packing, unpacking, storage and issuing of stock according to standards and assist with stock take and general duties. Assist clerk to capture receipts and issues on the LOGIS system as and when needed. Safe keeping of equipment and stock (consumables and inventory) in the stores and keep the store neat, tidy and clean in order to comply with safety regulations. Assist to ensure effective Stock Control procedures are maintained and enforced.

**ENQUIRIES** : Ms T September Tel No: (021) 808-6112  
**APPLICATIONS** : The Manager: Medical Services, Stellenbosch Hospital, Private Bag X5027, Stellenbosch, 7600.  
**FOR ATTENTION** : Ms L Adams  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 March 2019

**POST 07/158** : **CLEANER**

**SALARY** : R96 549 per annum  
**CENTRE** : Hornlee Clinic, Knysna/Bitou Sub District  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Previous Hospital and or other Health Facility cleaning experience. Inherent requirements of the job: Willingness to rotate to different health facilities. Ability to work with heavy duty household/cleaning equipment. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital environment.  
**DUTIES** : Render an effective, efficient and safe hygiene service in the Health Facility. Correct handling and disposal of waste, medical waste and soiled linen. Responsible for cleaning duties in Health Facilities, refuse handling and maintenance of general neatness and hygiene in the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and record keeping.

**ENQUIRIES** : Mrs L Ziervogel Tel No: (044) 302-8400  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 March 2019

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>  
**CLOSING DATE** : 11 March 2019  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **OTHER POSTS**

**POST 07/159** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: HS 2019-03**

**SALARY** : R991 281 per annum (All-inclusive salary package) (as prescribed by the OSD)  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : An appropriate qualification (National Higher Diploma, BTech, Honours) in Built Environment field; A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Recommendations: Understanding of the following: Latest building legislation, building contracts and contract administration; Engineering, legal and operational compliance; Human Settlements and Local Government delivery issues; Intergovernmental relations e.g. local authorities, national departments and other provincial departments; Project management from conception to delivery in the built environment; Project coordination, integration, communication and control of project activities; Integration and professional beneficial utilisation of organisational resources and the application of project portfolio coordination management methods; Costing of human settlements

projects; Procurement and tendering processes; Risk Management and quality assurance control Competencies: Knowledge of the following: Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, National Building Regulations, planning and environmental regulatory requirements; Occupational Health and Safety Act (OCHSA); Financial and Human Resource Management; Proven computer literacy (Microsoft Project, Microsoft Planner and other relevant software packages); Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Programme/Project Management skills; Planning and Organising skills; Technical report writing skills; Research and development skills.

**DUTIES**

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory; Coordinate designs efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources; Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources; Compiles risk logs (databases) and manages significant risk according to sound risk management practices and organisational requirements; Provide technical consulting services for the operation of project related matters to minimize possible project risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Ms PN Mayisela at (021) 483 2854

**POST 07/160**

: **CANDIDATE TOWN AND REGIONAL PLANNER: MUNICIPAL HUMAN SETTLEMENT IMPLEMENTATION REF NO: HS 2019-05 (X2 POSTS)**  
(3-Year Contract)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R506 682 per annum (OSD as prescribed)  
: Department of Human Settlements, Western Cape Government  
: An appropriate B-degree in Urban/Town and Regional Planning or relevant qualification; Registration with SACPLAN as a Candidate Town and Regional Planner in training is compulsory upon appointment; A valid code B driving licence. Recommendation: Ability to work across disciplines in multi-disciplinary teams at different scales (project municipal planning or forward planning). Competencies: Knowledge of the following: Town and regional planning legal and operational compliance; Town and regional planning systems and principles; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in Microsoft Project, MS Office, Intranet, Internet, ArcGIS; Project management skills; Research and development

skills; Technical report writing skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames, work effectively both as part of a team and independently; Ability to draft complex technical reports, memorandums and submissions.

**DUTIES** : Perform planning functions and activities in accordance with town and regional planning principles in land development: Provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Adhere to legal requirements in town and regional planning; Coordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; Provide support in the compilation and adoption of technical and planning standards, norms and guidelines; Implement planning legislation, guidelines, policies and regulations; Support the planning and design of sustainable human settlement; Provide technical assistance in the compilation of spatial development frameworks (SDF) (as part of the IDP processes); Provide assistance with tender (bid) administration; Liaise and interact with service providers; Contribute to the human resources and related activities; Maintain the record management system; Utilise resources allocated effectively; Keep up with new technologies and procedures; Follow approved programme of development for registration purposes.

**ENQUIRIES** : Dr RN Robertson at (021) 483 5609

**POST 07/161** : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: HS 2019-06**  
(12-Month Contract)

**SALARY** : R299 709 per annum plus 37% in lieu of benefits (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Communication, Public Relations or Journalism; A minimum of 3-years appropriate experience in a communication working environment. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement with the Department of the Premier (CSC); Departmental media liaison and public relations services; Departmental communication plans; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office, Internet, Intranet, Adobe Suite (i.e. Basic InDesign); Project management and administration skills.

**DUTIES** : Research, planning and implementation of internal communication support within the Department; Research, planning and implementation of external communication support within the Department; Provide support for the Department's media management and services; Planning and administration.

**ENQUIRIES** : Ms M Allie at (021) 483 9483

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 11 March 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 07/162** : **CHIEF ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING AND COMPLIANCE GROUP 2 REF NO: PT 2019-03**

**SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate B-Degree qualification in Accounting; A minimum of 3 years appropriate middle management experience with respect to accounting practices; A valid code B driving licence. Recommendations: Experience and proven knowledge of technical abilities with respect to accounting practices; Post Graduate studies in Accounting; An aptitude for training and rolling out the relevant reporting frameworks; Excellent networking abilities; Affiliation to accounting professional bodies; Working knowledge of Standards of GRAP and the Modified Cash Standard. Competencies: Knowledge of the following: PERSAL/Logis and BAS; Strong financial background specially in financial accounting; Financial norms and standards (Public Finance Management Act, National Treasury regulations and Provincial Treasury Directives; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation skills; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work; Planning and organising.

**DUTIES** : Assess and roll out of new accounting frameworks (MCS/GRAP); Compile annual consolidated financial statements; Research and issue best accounting practices; Provide technical assistance on interpretation of accounting standards and frameworks; Establish and maintain competent accounting units across departments and entities; Improve financial governance through financial performance indicator assessments; Managing staff performance.

**ENQUIRIES** : Mr A Reddy at (021) 483 5001

## DEPARTMENT OF THE PREMIER

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 11 March 2019

**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

## OTHER POSTS

**POST 07/163** : **PROGRAMME MANAGER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2019-02**

**SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-degree); a minimum of 5 years' experience at managerial level in a contact centre service environment. Competencies: Knowledge of the following: Online Content and publishing; Social media, Web 2.0, collaborative tools, Search Engine Optimisation techniques, information architecture design and usability; Tailoring content for a range of audiences; Change management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; High-level editorial and publishing skills; Research and analysis; Management, consultation and negotiating skills; Ability to work and make decisions under pressure and meeting deadlines.

**DUTIES** : Design and implement, maintain and enhance ticket management policy, process and procedures to optimise the customer experience and minimise risk; Manage the ticket handling, resolution, escalation and reporting functions according to policy, ensuring effective communication with customers, responding to customer concerns within the prescribed timeframes to provide final resolution for the majority of issues; Develop and manage strong working relationships with key partners such as line of business leaders and other spheres of South African government; Ensure quality assurance and service standards are maintained at all stages of ticket life cycle; Build and sustain a team of direct reports who are capable of delivering the performance required for the group, including coaching and the creation and implementation of training and development plans.

**ENQUIRIES** : Mr C Wakeford at (021) 483 3528

**POST 07/164** : **PERSONAL ASSISTANT: PERFORMANCE AND PRIORITY UNIT REF NO: DOTP 2019-11**

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus a Post Matric Secretarial/Office Administration qualification; A minimum of 3 years' relevant experience in rendering support services to Management. Recommendations: Ability to work effectively in a very dynamic and ambiguous environment; High levels of stress tolerance; Willingness to work irregular hours; Ability to liaise with diverse people; Attention to detail. Competencies: Good interpersonal skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills; High level of reliability; Excellent telephonic etiquette.

**DUTIES** : Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood; Render support with regard to compliance with due dates and duties.

**ENQUIRIES** : Mr O Rogers at (021) 483 6761

**POST 07/165** : **HR CLERK: PERFORMANCE MANAGEMENT AND ADMINISTRATION REF NO: DOTP 2019-09 (X2 POSTS)**

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Relevant administrative experience. Working knowledge of Personnel Salary Administration System (PERSAL) and Performance Management System (PERMIS). Competencies: Basic understanding of HR related prescripts, policies and relevant resolutions; Performance Management processes; Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook); Good interpersonal and organisational skills; Ability to work well in a team.

**DUTIES** : Responsible for all administrative function related to performance management i.e. management of incoming and outgoing documents; Assist clients with PERMIS system related enquiries; Capturing of transactions on PERSAL (probation reports, payments, pay progressions, grade progression); Liaison with clients relating to performance related enquiries; Ensure that all incoming performance documents are captured on relevant systems and keep record; Ensure that probation reports are captured on PERSAL and on probation register.

**ENQUIRIES** : Ms C Miles at (021) 483 4167

## DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 11 March 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

### OTHER POSTS

- POST 07/166** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-10 (X2 POSTS)**

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

- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
- : **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

- ENQUIRIES** : Ms M Swart at (021) 763 6212

- POST 07/167** : **ADMINISTRATION CLERK: FUNDING REF NO: DSD 2019-11 (X2 POSTS)**

- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate) or equivalent qualification. Recommendation: Relevant work experience. Competencies: A good understanding of the following: Policy of financial awards, PFMA (Public Finance Management Act); NPO (Non-Profit Organisation) Act; Treasury prescripts; Financial delegations; Proven



- computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to manage conflict; Ability to work under pressure and meet strict deadlines.
- DUTIES** : To evaluate and process prescribed documents for payment; Monitor compliance and identify non-compliance with prescribed policy/legislation and funding conditions; Monitor submissions and evaluate financial statements as well as do conjugated calculations; Render a support function to the senior staff; Render a support function to programme offices in line with the Departments Integrated Service Delivery Model.
- ENQUIRIES** : Mr C Jordan at (021) 483 4991

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

- CLOSING DATE** : 11 March 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

#### **OTHER POSTS**

- POST 07/168** : **MECHANICAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION COORDINATION REF NO: TPW 2019-07**

- SALARY** : R679 338 per annum (All-inclusive salary package) (OSD as prescribed)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Mechanical Engineering degree (B Eng/ BSc (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer; A minimum of 3 years post qualification engineering experience; A valid code B driving licence. Recommendations: A valid code EC driving licence; Post graduate qualification in Mechanical Engineering. Competencies: Basic road construction and maintenance procedures; Basic properties of materials; Application of vehicles and machines; Mechanical preventative maintenance; Mechanical repair methods; Electrical systems; Electronic systems; Radio communications; Personnel Management; Financial Management; Planning; Legislative interpretations; Meeting skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy.

- DUTIES** : Recommends vehicle and machine requirements; Does vehicle and machine inspections and reporting; Assists with vehicle and machine purchases; Investigates the market to determine which models of vehicles and machines would be suitable for the application and reports to Chief Engineer: Mechanical Services; Investigates and reports possible modifications to vehicles and machines to make them functional; Investigates and reports on possible new procedures and new ideas and equipment; Inspects old and worn plant and reports to Head Office; Visits and inspects plant at field workshops and construction sites; Gives advice regarding correct application, repair and maintenance of plant; Plans, introduces and maintains proper safety standards in all mechanical workshops.

- ENQUIRIES** : Mr H Strydom at (021) 483 2130
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

- POST 07/169** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): QUANTITY SURVEYING SERVICES IN GENERAL INFRASTRUCTURE REF NO: TPW 2019-28 (X2 POSTS)**

- SALARY** : Grade A: R585 366 - R630 597 per annum  
Grade B: R669 300 - R717 636 per annum  
Grade C: R758 241 - R893 175 per annum

		(Salary will be determined based on post registration experience as per the OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge of the following: Programme and Project Management; Quantity Surveying legal and operational compliance; Quantity surveying operational communication; Process knowledge and skills; Maintenance of skills and knowledge; Research and development; Computer-aided quantity surveying/cost control applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management; Ability to work in a team.
<b><u>DUTIES</u></b>	:	Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Botha at (021) 483 5320
	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 07/170</u></b>	:	<b><u>CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL) REF NO: TPW 2019-26 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R293 652 – R314 853 per annum Grade B: R334 179 - R360 240 per annum Grade C: R380 364 - R448 035 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Civil Engineering Technician (Persons not yet registered must provide proof that they submitted their application for registration); Completion of the candidacy period or a minimum of 3-years post qualification technical (Engineering) experience; A valid code B driving licence. Recommendations: Experience in road maintenance design and road construction; Experience in civil engineering. Competencies: Knowledge of the following: Road Safety aspects regarding land use, expropriation and road access applications; Relevant legislation and specifications; Communication skills (verbal and written) in at least two of the three official languages of the Western Cape;

		Proven computer literacy in MS Office (Word, Excel, Outlook and Project); Strategic capability and leadership skills; Sound engineering and professional judgement; Technical report writing.
<b><u>DUTIES</u></b>	:	Assist with the planning, maintenance and construction of the Provincial Proclaimed Road Network within relevant areas; Work with other institutions with regards to road use and road transport planning, construction and maintenance; Assist with the investigation to ensure practical implementation of proposed land development next to proclaimed roads; Assist in economic evaluation of road proclamation proposals and environmental management of road projects; Assist with the development of relevant policies and standard planning needs; Compilation of tenders and contract administration; Oversee staff and perform generic administrative functions, inclusive of Human Resource Management, Industrial Relations and Acquisition Management.
<b><u>ENQUIRIES</u></b>	:	Mr X Smuts at (044) 272 6071 or Mr S Schoeman at (044) 272 4891
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 07/171</u></b>	:	<b><u>PROVISIONING CLERK: LOGISTICS REF NO: TPW 2019-18 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R299 709 per annum plus 37% in lieu of benefits (Level 08)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree in Communication, Public Relations or Journalism; A minimum of 3-years appropriate experience in a communication working environment. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement with the Department of the Premier (CSC); Departmental media liaison and public relations services; Departmental communication plans; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office, Internet, Intranet, Adobe Suite (i.e. Basic InDesign); Project management and administration skills.
<b><u>DUTIES</u></b>	:	Research, planning and implementation of internal communication support within the Department; Research, planning and implementation of external communication support within the Department; Provide support for the Department's media management and services; Planning and administration.
<b><u>ENQUIRIES</u></b>	:	Ms M Allie at (021) 483 9483
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 07/172</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMINISTRATION AND FINANCIAL SERVICES REF NO: TPW 2019-27</u></b>
<b><u>SALARY</u></b>	:	R163 563 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant administrative experience; previous experience in project support; Experience in processing information on BizProject, e-Works, BAS (Basic Accounting System), MyContent and SITS. Competencies: A good understanding of the following: Procurement procedures; Processing payments; Applicable legislation; Proven computer literacy in MS Office (Projects, Word, Excel, Outlook); Ability to work under pressure and meet deadlines; Record keeping skills; Good written and verbal communication skills in at least two of the three official languages in the Western Cape; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Render administrative and reception assistance to staff regarding filing, Inventory control (office furniture and stock); Assist with the ordering and issuing of stationery; Compiling claims and BAS payments; Assist with copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters and general correspondence; Assist with arrange meetings, agenda's and taking minutes of the meeting; Assist with travel arrangements; Provide data capturing service; Relieve the secretary.
<b><u>ENQUIRIES</u></b>	:	Mr S Oliver at (021) 483 4816

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 07/173** : **ROAD WORKER: PLETTENBERG REF NO: TPW 2019-22**
- SALARY** : R96 549 per annum (Level 02)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2). Recommendations: Experience in the following: Building, maintenance and repairing of roads; Operating of minor construction machines, hand tools and civil construction activities. Competencies: Working knowledge of building, maintenance and reparation of roads; Basic communication skills with the ability to follow written and verbal instructions; Ability to work under pressure and meet deadlines; Reliable; Ability to work individually and part of a team.
- DUTIES** : Maintenance and building of roads; Perform manual labor; Undertake general duties with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr D Plaatjies at (044) 272 3699 or A Matthews at (044) 272 6071  
**NOTE** : Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.
- APPLICATIONS** : To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: [adresponsecpt@affirm.co.za](mailto:adresponsecpt@affirm.co.za). Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered
- POST 07/174** : **ROAD WORKER: LAINGSBURG REF NO: TPW 2019-21 (X2 POSTS)**
- SALARY** : R96 549 per annum (Level 02)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2). Recommendations: Experience in the following: Building, maintenance and repairing of roads; Operating of minor construction machines, hand tools and civil construction activities. Competencies: Working knowledge of building, maintenance and reparation of roads; Basic communication skills with the ability to follow written and verbal instructions; Ability to work under pressure and meet deadlines; Reliable; Ability to work individually and part of a team.
- DUTIES** : Maintenance and building of roads; Perform manual labor; Undertake general duties with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
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**APPLICATIONS**

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